

# Amany AbdelMohsen Mohamed Elzayat



## **Objectives**

I want to obtain a position in the field of "I.T" by Utilizing my technical and educational skills.

**Date of birth:** 23-01-1993  
**Nationality:** Egyptian  
**Visa Status:** Professional Employment Transferable

**Mobile:** +971-50-5092368.  
**E-mail:** amanyelzayat6@gmail.com

## **Education / Degrees**

Faculty of computers and information, Specializes in research operations and support decision-making, Al-Manoufia University, 2016.

## **Attended Courses**

Course Name:	Institute	Year
Oracle Forms Developer Certified Professional	Oracle Certified Professional	2014.
Preparation for F.C.E	Axon Global Education Network	2015.
English Intermediate	Axon Global Education Network	2015.
I C D L Course	Gharbia Governorate	2016.
Diploma in Information Technology	Institute of Information Technology	2017.
Graphic 2 D	Talent Academy	2018.

## **Professional Experience**

*OFFICE SECRETARY: SEPTEMBER 2016 – MAY 2018*

**Company:** Elsewedy Group (Egypt)

### **Job Description:**

- o Typed & Composed legal documents, contracts& letters utilizing MS word & Outlook, etc.
- o Composed & drafted business corresponds & letters.
- o Answered high volume inquiries & E-mail response.
- o Arranging meetings for manager.
- o Coordinated FAX, Mail and maintained legal records.
- o Utilized Dictaphone to transcribe letters& legal documents.
- o Responsible for fill-in secretarial & administrative support to the association.
- o Make photocopies of correspondence, documents, and other printed matter.
- o Managing and coordinating case papers & documentation for meeting as required.
- o Ability to work under pressure and light deadlines.
- o Answered busy phone lines, recorded accurate message& forward to the specified department.
- o Responsible to prepare the following reports. (Using Ms Word, Excel& Power Point)
  - a) Daily report.
  - b) Monthly report.
  - c) Yearly reports.
- o Booking online tickets for employees.

## **PERSONAL SKILLS**

- Self-motivated.
- Fast learner and creative.
- Independent as well as team player.
- Flexible and able to work under pressure.
- Willing to learn and take on new challenges.
- Fully proficient in managing external and internal relationship.
- Thrive in both independent and collaborative work environments.
- The process I am using to treat my clients allows me to win the satisfaction of my managers.
- Fully command over Outlook.
- Fully command over Office Automation.
- Installing Operating system.
- Making network plugs and cable.
- Resolving problems in Operating System.
- Typing speed 25wpm.
- Best Hand Writing. (English & Arabic).
- Google, FB and Twitter and all other all internet knowledge.

## **LANGUAGE SKILLS**

Arabic (Native), English (Written & Speak Best).

## **INTERESTS AND HOBBIES**

Good public relation, Reading, and Running.