

# Hanan Abd El Raouf Moselhey Khattab



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<b><u>Objective:</u></b>	<ul style="list-style-type: none"><li>• To utilize my skills and experience on a challenging position in teaching, customer service, tourism, or Marketing fields and part time job customer service, admin and all secretary works field where I can utilize and apply my educational knowledge and interpersonal skills.</li></ul> <hr/>
<b><u>Education</u></b>	<ul style="list-style-type: none"><li>• (Tanta University, EGYPT)</li><li>• B.S.C of Commerce. MAY 2010</li><li>• ICDL</li></ul>
<b><u>SKILLS</u></b>	<b><u>Computer Skills:</u></b> <ul style="list-style-type: none"><li>• Excellent Knowledge of: office package (word, Excel, access. outlook)</li><li>• Very Good Knowledge of: The Internet &amp; windows</li><li>• Microsoft project</li></ul> <b><u>Language Skills:</u></b> <ul style="list-style-type: none"><li>• Mother Tongue Arabic</li><li>• Good command of both written and spoken English.</li></ul> <b><u>Personal skills:</u></b> <ul style="list-style-type: none"><li>• Ability to work under pressure in fast paced environment.</li><li>• Flexible, highly motivated. dynamic. ambitious, self-convinced well organized &amp; team leader.</li><li>• demonstrate initiative in solving problems with professional attitude.</li><li>• Excellent interpersonal skills &amp; poised in interaction at all levels.</li><li>• Excellent background of the state of art technologies available in the markets.</li></ul>

## **EXPERICE**

- **October 2011 working as class teacher for grade 5**

### ***HAPPY BABY private school – Tanta Egypt***

- ✓ Responsible for teaching full class activities and teaching and educating Arabic , social studies and religion ,
- ✓ Assisting in the floor managing doing schedules and arranging class timings.
- ✓ Arranging and taking care of the schedules and transportation and having experience in admin work.( accountant – students HR - social activities facilitator )

***-teaching and facilitating and explaining Arabic, science, social studies, other activities in different private educational institutes in Egypt – TANTA .***

- **December 2018 till Jan 2019 customer service agent Noor bank**

Worked as contact center agent at Noor Islamic bank in customer service handling inbound calls for retail banking.

- **Feb 2019 till November 2019 – ADMIN and assistant accountant Sharjah humanitarian city**

- Assisting in administration wok like registration and daily file work
- Assisting accountants in daily reports and organize time table and reception work.

## **Personal details**

-Date of Birth : 16-7-1981  
-Marital Status: Married  
-Nationality : Egyptian.  
-Visa status : Husband Residence visa