

Hanan Abd El Raouf Moselhey Khattab



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<u>Objective:</u>	<ul style="list-style-type: none">• 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. <p>-----</p>
<u>Education</u>	<ul style="list-style-type: none">• (Tanta University, EGYPT)• B.S.C of Commerce. MAY 2010• ICDL
<u>SKILLS</u>	<p><u>Computer Skills:</u></p> <ul style="list-style-type: none">• Excellent Knowledge of: office package• (word, Excel, access. outlook)• Very Good Knowledge of: The Internet & windows• Microsoft project <p><u>Language Skills:</u></p> <ul style="list-style-type: none">• Mother Tongue Arabic• Good command of both written and spoken English. <p><u>Personal skills:</u></p> <ul style="list-style-type: none">• Ability to work under pressure in fast paced environment.• Flexible, highly motivated. dynamic. ambitious, self-convinced well organized & team leader.• demonstrate initiative in solving problems with professional attitude.• Excellent interpersonal skills & poised in interaction at all levels.• Excellent background of the state of art technologies available in the markets.

<u>EXPERICE</u>	<ul style="list-style-type: none"> • <u>October 2011 working as class teacher for grade 5</u> <p><i>HAPPY BABY private school – Tanta Egypt</i></p> <ul style="list-style-type: none"> ✓ 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) <p><i>-teaching and facilitating and explaining Arabic, science, social studies, other activities in different private educational institutes in Egypt – TANTA .</i></p> <ul style="list-style-type: none"> • <u>December 2018 till Jan 2019 customer service agent Noor bank</u> <p>Worked as contact center agent at Noor Islamic bank in customer service handling inbound calls for retail banking.</p> <ul style="list-style-type: none"> • <u>Feb 2019 till November 2019 – ADMIN and assistant accountant Sharjah humanitarian city</u>
	<ul style="list-style-type: none"> • Assisting in administration wok like registration and daily file work • Assisting accountants in daily reports and organize time table and reception work.
<u>Personal details</u>	<p>-Date of Birth : 16-7-1981</p> <p>-Marital Status: Married</p> <p>-Nationality : Egyptian.</p> <p>-Visa status : Husband Residence visa</p>