

Menna Allah Alaa Abo Bakr



Contact

Address:

Daqahliyah , Mansoura , Egypt

Phone:

01015717639 / 01143627451

0502220156

Email:

mennaallahburham@gmail.com

Languages

Arabic

English

Personal Skills

Decision Making.

Planning and Organizing
Skills.

Self-confident.

Education

**Bachelor of Faculty of Commerce English
Section, Mansoura University (2017).**

**Educational Diploma Mansoura University
Very Good (2018).**

**A Master of Business Administration (MBA)
Mansoura University (2022).**

Experience

**1- Teaching at the Primary And Prep (Social
Media) for 9 years (Math ,Arabic And Social
Studies) And Still Now.**

**2- Human Resources Specialist in Teams
Educational Academy in Bahrain (online), from
2022 To 2024.**

**3- Customer Service in Samsung Electronics
Company, Mansoura From 2020 To 2022.**

Summary

Experience in administrative roles. Skilled in providing friendly, informative customer interactions and administration duties, including handling sensitive paperwork and preparing meeting rooms. I'm keen to put my skills in organisation and diplomacy to work in a more senior administrative role.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused

Basics of Bank Skills.

- Accounting program software (APS) Exercise on computer in English.
- Marketing, Communication Skills, Customer Care.
- Advanced Technical Analysis From (AUC).