Riham AlNajjar

Secretary

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1st New Cairo, Egypt

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EDUCATION

Bachelor, Zagazig University
2014

Accounting , English Section

TECHNICAL SKILLS

- Excel
- Word
- Powerpoint
- Internet searching
- Aswaq 6
- Google workspace

Soft Skills

- Calendar Management
- Inbox Management
- Transcribing
- Archive and Organize files
- Team PLayer
- Time Management
- Verbal and Written Communication

Courses

- Virtual Assistant course by ALX Africa 2024.
- HR Training by Egypt Air Academy 2019.
- Job skills training by "MYTC" MAADI Youth Training Center scholarship grant from UN Women 2017.
- Critical Thinking by YAPD 2011.
- Social Contract By YAPD and Social Contract Center 2011.

SUMMARY

- Energetic self-starter with experience in Customer Relations and Data Entry.
- Excels in providing exceptional service to clients; especially skilled with handling challenging customers.

WORK EXPERIENCE

Data Entry   2024 - PRESENT
Albanan Arabian Trading, Alriyadh, Saudi Arabia

Remote Job. Search for the data about specific products and put its data on the company website and some translate when needs.

Stock Controller   January - March 2024
Melouk Group for Leather products, Cairo

Following the system availabilty in my branches and the main store , complete daily needs for the branches, follow manufacturing stages till delivering to the main store.

Stock System controller   2019-2021
PRO-Tec, Cairo

Follow stock on system from purchasing till reserving orders and delivering it. Focus on critical orders till delivering and special items. Organize documents and Archive. The connecting point between teams.

Bank Trainer   January - July 2018
Credit Agricole Head office Bank, New Cairo

- Personalization Team (Printing ATM`s Cards , Vouchers and Financial Statement - Customer Service)
-Delivering Team (Collect all delivery items daily then transfer to the delivery company with its reviewed data , Recall with the clients to sure the delivery or solve the delivery issues)

Data Entry and Store Keeper   2016-2017
Optic Gallery for Glasses wear, Cairo

Enter daily sales data for all branches, I have organized the main store, made a system for the delivery documents and transfer by branches.