



CURRICULLUM VITAE

PERSONAL PROFILE

- Name : Noha Adel Eldandrawy.
- Nationality : Egyptian.
- Marital status : Married.
- Date of birth : 01/10/1996.
- Mobile No : 0568107176
- whatsapp : 00201032890453.
- E-mail : nohaana24@gmail.com.
- Status : Husband Resident.

OBJECTIVE

Obtain a position in a reputed organization, which provides a professional working environment where my skills, loyalty will be rewarded with career advancement and guidance.

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce, (**Accounting and business administration**), 2018, from Mansoura University, Egypt.
- Course in English language Applications.
- Excel - ICDL - Bookkeeping

PROFESSIONAL EXPERIENCE- (5 Years)

- 1) Company** : ***Resala Charity***
Location : Mansoura, Egypt.
Working As : HR.
Period : 12/11/2015 To 31/05/2017.
- 2) Company** : ***Resala Charity***
Location : Mansoura, Egypt.
Working As : Follow-up department
Period : 31/05/2017 To 31/08/2020.

Job Description:

- Clarify tasks and goals for all employees, according to the nature of their work together.
- Proper selection of employees, to ensure that the person fits the job description.
- Performance assessment for all employees.
- Enhancing communication between management and employees.
- Ability to approve special service for customers.
- Ability to deal with customer service programs and equipment.
- Proficiency in communication skills and dealing with different personalities.
- Have the skills to provide appropriate solutions.
- Managing transactions with clients using cash records.
- Review and check merchandise and ensure accuracy of pricing.
- Issue receipts or refunds.
- Track transactions in the budget and report any discrepancies.

OTHER SKILLS

- Good in communication and interpersonal skills.
- Excellent in Speaking & Writing English
- Excellent Time Management.
- Self-motivated.
- Advanced knowledge in Microsoft Office.

I hope to join your Successful Team!