

# Nermeen Nashaat Mahgoub



Address: 55 Dr. Abd El Shafi Mohamed st, District VII Nasr City, Cairo- Egypt

Nationality: Egyptian

Date of birth: 26/05/1990.

Marital Status: Single

## Education

May 2011

B. Sc. in Commerce, Accounting  
Ain Shams University.  
Grade: Good

## Work Experience

- Working as a secretary at FIDICO group from May – Nov. 2012 .
- Working as a Secretary at Mastis Academy from Feb. – Jul. 2013.
- Working as a secretary at CMCS Academy from Nov. 2013 – April 2014 .
- Working as a secretary at MIS group from May – Nov. 2015.

## Personal Skills

- Ambitious.
- Like teamwork and believe it creates excellent learning Environment.
- Reliable, self-motivated person.
- Enthusiastic about learning new things and software applications  
Well organize.

## Languages & Courses:

May – June 2016 Qualified Export Specialist Program in Foreign Trade Training Centre.  
Jun – Jul 2015 English course at ministry of defense language institute.  
Feb- Mar 2015 ICDL course at ministry of defense information systems.  
May- June2014 Accounting course in English.  
Good command of spoken and written Arabic and English Languages.

## Computer skills:

- Microsoft office package.
- Internet.