

Rofida Youssri Hassan Abd Elrazrk

Date of Birth 1 April, 1992
Nationality Egyptian
Address 69 Salah Salem St., Port Said
Email
Home
Mobile



Objective

I want a highly rewarding career where I can use my skills and knowledge to help the company and be a part of the success in an environment of success and excellence.

Work Experience

Smart System Company

Date October, 2009 To October, 2016.
Title Technical Support.
Job Description Hardware & Software Maintenance and Trouble Shoot for Pc & Labs.

Education

Faculty of Commerce , Port Said University

Degree • Pre-Masters in Business Administration.
Date • In Progress.

Sadat Academy for Management Sciences

Degree • Bachelor of Administrative Sciences
 Department of Information Systems.

Grade • Good .
Graduation Year • June, 2013.

Certifications & Courses

November 2016

- Qualified Export Specialist Course at Foreign Trade Training Centre (FTTC) .

September 2016

- Course International Grant for human development from Abu Dhabi Centre for Technical and Vocational Education and Training.

September 2016

- Course International Grant for human development from King Abdul Aziz University in Saudi Arabia.

September 2016

- Course International Grant for human development from Idea Academy .

August 2016

- English Grant Level 1 at Idea Academy.

September 2016

- Politician Course for Knowing the role of local councils at our future in our hands the initiative.

March 2016

- (Html – Css – JavaScript – JQuery- C# - C++ - Asp – Sql –Word Press) Course at ITI.

August 2015

- Course English language approved by the Cambridge Training College in Britain (English Conversation Level 6).

March 2015

- Course English language approved by the Cambridge Training College in Britain (General English Level 12).

December 2014

- ICDL.

December 2014

- Course English Grammar Essentials at Shift Academy for skills & Training Proudly Certifies.

November 2014

- Course General English Level1 at Shift Academy for skills & Training Proudly Certifies.

October 2009

- Course Microsoft Word & Excel 2007 at Sadat Academy for Management Sciences.

Languages

- Arabic: Native language.
- English: good.

Computer Skills

- Excellent knowledge of Computer (hardware & software).
- Excellent knowledge of Computer hardware maintenance.
- Entering data Using typing standard.
- Excellent knowledge of Internet.
- Excellent knowledge of ICDL.
- Very good in using office programs (Windows & Word & Excel & Access & PowerPoint & Internet & Outlook).
- How to use the above applications and program.
- Technical support (windows server 2008/2012_ SQL server 2005/2012).
- (Html , Css , JQuery , Java Script , C# , Asp , Sql , Word Press).

Personal Traits

- Skilled at negotiating disagreements.
- Ability to Work in a Dynamic Environment and collaborate with Team Members.
- Ability to deliver results under Pressure and under tight deadlines.
- Personal management, confidence, ownership, self-motivated, motivation to work towards goals.