

## **ALAA TAREK SHAABAN AHMED**

Awseem-asfour Street from al Gomhoreya Street

Giza, Egypt

Mobile: 01111311787

E-mail: alaa\_tareek2000@hotmail.com



### **OBJECTIVE:**

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Seeking a job in a multinational and a reputable company where my background and my experience can be well utilized

### **EDUCATION:**

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2005-2008                      Cairo University                      Cairo, Egypt

- Faculty of Commerce, Accounting Dept.

"ICDL" Certificate from "UNISCO" Organization from April to July 2008

### **Skills:**

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#### **Computer Skills:**

#### **Excellent Knowledge of the Following Software: -**

- MS (Windows XP).
- MS Office (Word & Excel & Access & PowerPoint).
- Internet (Searching - Downloading - Emailing - Chat - Outlook).

#### **Language Skills:**

- Native language Arabic
- Good command of both written and spoken English

### **EXPERIENCE:**

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Sep 07 - Jan 07/2008 Basic Business Skills Acquisition (BBSA) Cairo, Egypt

Sponsored by the Future Generation Foundation (FGF)

#### **Training:**

- Developed Language and Computer Skills
- Enhanced Presentation & Project Development Skills
- Acquired Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report Writing.

**JOB EXPERIENCE:**

- Apr 20 – Sep 10 /2010 Work At Metito For Water Treatment "Job Position "Admin Sharm El-Sheikh Area".
- Sep 14/2010 – **Until Now** Work At **Allianz- Egypt For Life Assurance** “Job Position **"Financial Advisor”** Bancassurance”. Work Inside Bank Misr

**LINKED IN COURSES:**

- Certificate Of Completion Coaching Skills for Leaders and Managers
- Certificate Of Completion Sales Foundations
- Certificate Of Completion Soft Skills for Sales Professionals
- Certificate Of Completion Remote Work Foundations

**EXTRACURRICULAR ACTIVITIES:**

- Member, Zedny organization, to Human resource development and charitable work.
  - Member, Maaan team, to invest in human resources.
  - Member, Resala organization, to Human resource development and charitable work
- "Member, Life Makers In" Project Ensan Awseem

**PERSONAL INFORMATION:**

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Date of Birth: 1/10/1986  
Marital Status: Married  
Military Status: Completed

**References Furnished Upon Demand**