

Bassant Saeed Soliman Hassan

Objective:

Enthusiastic fresh graduate who wants to enhance my knowledge by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

Personal data:

- Address: Cairo, Nasr city
- Date of birth: 28/04/1994.
- Nationality: Egyptian.
- Marital Status: Single.

Education:

- **University:** Ain Shams University.
- **Faculty:** Faculty of Commerce English Section.
- **Major:** Accounting.
- **Year:** 2017
- **Grade:** Good.

Working Experience:

June 2014 - December 2015

Part time (data entry, coding) in Identical Market Research Company. Part time (data entry, coding) in Kantar Market Research Company.

Jan 2016 - June 2016

Part time (data entry, coding) in Trust Market Research Company.

July 2016 - May 2017

Executive secretary and admin officer in Trust Market Research Company.

June 2017 – May 2020

Assistant accountant and admin officer in Trust Market Research Company.

Certificates:

- Full Human Resources Management Diploma from EgyCham accredited by Ain Shames and HRCI with grad Very Good.
- Principle of Banking Certificate from Egyptian Banking Institute.
- Computer courses (ICDL) From Bright Minds.
- Egypt Air Training in Public Relation Department.
- English course from Berlitz.

Languages Skills:

- Arabic Native Language.
- English Very Good Spoken and Written.

Computer Skills:

- Excellent with Microsoft Word.
- Very good with Microsoft Excel.
- Very good with Microsoft PowerPoint.

Personal Skills:

- Computer skills.
- Hard worker.
- Able to work under stress.
- Analyze problems and solve it.
- Time Management.
- Creative.
- Fast & Self Learner.
- Enthusiastic.