CURRICULUM VITAE



Contact Information

Personal Information

Name	: Alberto Nagah Zaki
Nationality	: Egyptian
Birth date	: 8 of October, 1980
Address	: 30 Ismaeil Serry ST from El Qasr El Einy.
Military Service:	Exempted
Marital status	: Married + 2 children
Driver's License:	Yes

EDUCATION

Bachelor of the High Institute for Tourism & Hotels 6 October City.

Languages Commands

- English: Very good command spoken, written & oral.
- French: Very good command spoken, written & oral.
- Italian: Good command spoken, written & oral.

Summary of Qualifications

Computer Skills & knowledge

- Excellent knowledge of MICROSOFT OFFICE.
- Excellent knowledge of Internet correspondence & Basics.
- Excellent knowledge win 7, win 8 & win 10

COURSES:

- Business Writing Training @ Wadi degla Club in March 2015
- Essentials of Customer Service @ Wadi degla Club in August 2019
- HR Management Diploma @ EGY CHAM in September 2021

EXPERIENCES:

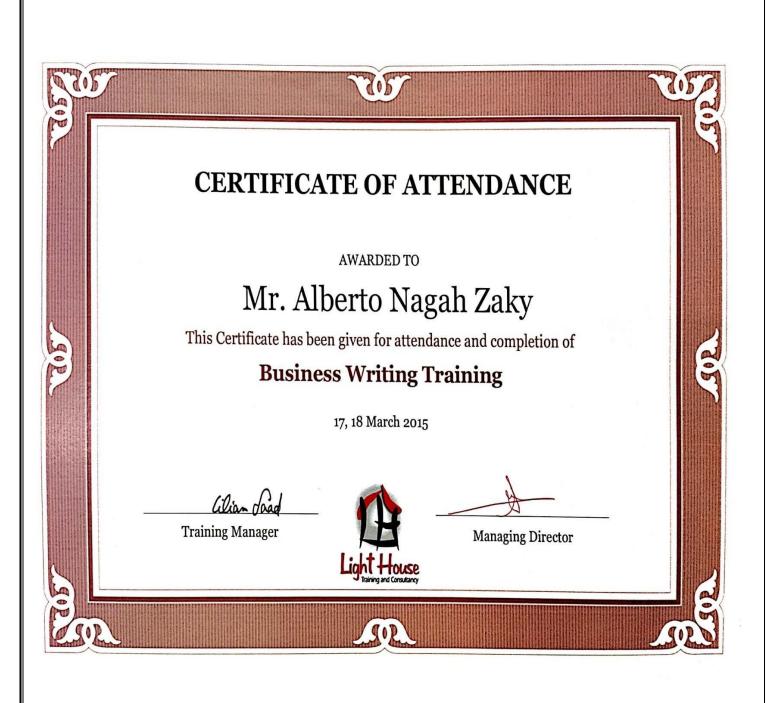
٠	Wadi Degla Sporting Club	Memberships Department Agent, Internal Auditor
		, HR Customer Service & HR Benefits Specialist Orange Commissioner & Medical Insurance (From September 2012 till now)
•	Swiss International Airlines	<i>Cargo Agent</i> (From August 2008 till September 2010)
•	Gezira Travel	<i>Tour Operator</i> (From March 2007 till July 2008)
•	Lead Foundation	Assistant Administration Manager (From February 2006 till March 2007)
•	Americana Co. , KFC	<i>Call Center Supervisor</i> " <i>Customer Service "</i> (From February 2004 till February 2006)
•	Intercontinental Pyramids Par	k Receptionist. (From October 2001 till January 2004)

Qualifications and Skills Able to work well under pressure.

- Excellent public relation & Customer Service.
- Capable of connecting with people of different ages for different purposes.
- Good experience of creative presentation.
- Able to learn new tasks quickly.
- Business Writing

Hope my qualifications meet your requirements

Detailed CV of. Alberto Nagah, October 2021









This is to certify that

Alberto Magah Zaki

Has Successfully Completed All Requirements of Human Resources Management Diploma

> From July.2021 To Sep.2021 75 Training Hours

Grade V. Good Training Manager

chairman

Sally Marzouk Dr. Ahmed ElSayed

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