
MIRA ESSAM ROUSHDY

6 El Ahtam School St, Ain Sham, Cairo, Egypt •



Administrative Assistant

Objective

Searching for a new opportunity as HR coordinator

Education

2015 - 2019

Bachelor degree

Faculty of arts, Tourism guidance department, Ain shams university.

Overall grade: Good.

Work experience

Dec 2020 - Till now Administrative Assistant

Basata for Microfinance

Welcoming visitors, help my admin manager in some legal cases, responsible for office boys.

Sep 2019 - Mar 2020 Front desk receptionist.

Mounir.

Receiving calls and welcoming clients

Aug 2018 - Sep 2018 Telesales

Media masr company

Calling number of clients

Training Courses

As Human Resources Management Diploma at EgyCham (130 hour) Accredited by Ain Shams University and HRCI

Skills

Hard worker

Willingness to learn

Language (English)



Computer skills (Microsoft Office)



Communication



Team work



Additional Data

Date of birth :- 28/10/1996 Marital
status :- Single

References

References are ready upon request.