

Mohammed Ahmed Mostafa

23/5/2000, Banha, Egypt
Military service: exempted

Education

AL-Azhar University, *Cairo, Egypt*

2019 – 2023

- **Bachelor of Sharia and Law English Department, Faculty of Sharia and Law**
Cumulative grade: Good (78.17%)
- **Holder of an HR Diploma from Egycham.**

Skills

Computer skills

*** Microsoft Office**

- Highly performance in writing. – Great presentation skills.

Language skills

*** English**

- Excellent Speaking, listening, and ability to teach

Personal skills

- Excellent communication skills
- Strong teamwork and collaboration
- Strong organizational and time-management skills
- Ability to work under pressure
- Adaptability and willingness to learn
- Attention to detail
- Strong relationship-building skills
- Professional attitude and work ethic
- Ability to maintain confidentiality
- Fast learner with a proactive mindset

Training

➤ **British council**

Improving my English level and other soft skills.

➤ **American Academy**

Enhancing conversation skills.

➤ **Concept center**

Increasing my communication skills.

➤ **ETHOS Academy**

ICDL certificate and doing projects with Microsoft office.

Work

Worked at Ibn Sina Pharma as an Invoice keeper for two years.
