

# Amira Ibrahim Fathy Ismail

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## Objective

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I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Education

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- **Cairo University** Class of 2019  
Faculty of Law  
Good

## Experience

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- **3enmisr News** January 2024 - April 2024  
Social media
- **Elrabie Elaraby** June 2022 - November 2023  
Social Media
- **Misr Mubashr** September 2023 - November 2023  
Social media
- **Social insurance** December 2019 - November 2020  
Public service at Legal Affairs  
Secretariat, writing letters on the computer, organizing, arranging and preparing various files and records

## Courses

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- English for the Workplace from future learn  
(4 weeks)
- . Human Resources Management at Whale Academy  
(29/11/2021 to 15/12/2021)
- .Training course in contract drafting at Cairo university  
(8/10/2018 to 10/10/2018)
- .Training course in legal cadres at Youth Council  
(17/9/2018 to 24/9/2018)
- . English Course at first Academy,12 levels general English with very good degree  
( August 2017 to August 2018 )

## Skills

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- .Quick learner
- .Hard worker
- .Problem solving
- .Able to handle team work
- .Able to adapt quickly to different environment
- .Excellent interpersonal communication skills

## Computer Skills

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- . Word
- . Excel
- . Access
- . Power point
- .Photoshop

## Languages

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- Arabic (Mother tongue)
- English (Good)