

Fadia Magdy Abdel Fattah



CONTACT INFO

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PERSONAL DATA

- Date of Birth: 03 Mar 1992
- Nationality: Egypt
- Marital Status: Single
- Location: Gesr El Sues, Cairo, Egypt

EDUCATION

- **Faculty of Arts**, Ain Shams University, Egypt.
- Graduation Year: 2015

PROFESSIONAL EXPERIENCE

- Specialist at **Central Agency for Mobilization and Statistics** from 2016 to 2017
Job Responsibilities and Details:
Work on Art Map software for maps and streets designs.
- Data Entry & Customer Service at **Misr Al Gideda District Building** from 2018 to 2019
Job Responsibilities and Details:
Enter data related to localities project in Misr Al Gadida district.
Response citizens inquiries on Misr Al Gadida district for 6 months.
- Public Service at **Misr Al Gideda District Building** from 2020 to 2021
- Trainer at **Ministry of Planning**
Job Responsibilities and Details:
 - Educate all requested districts employees on the ministry system to automate all work flow instead of paper work from 2021 to 2022.

Fadia Magdy

- **Working as a Customer Service Representative for EGYCARE company for health care for 6 months, after that working Contracting Department for 7 months .**

Working as a Data Entry clerk at the Central Agency for Public Mobilization and Statistics for 4 months .

LANGUAGES

- Arabic: Mother tongue.
- English: Good.

TOOLS AND TECHNOLOGIES

- Familiar with MS Microsoft Office Package.
- Excellent use of the Internet and Research .

KEY SKILLS

- Work under Pressure.
 - Communication skills.
 - Concern for effectiveness.
 - Taking initiative and Decision Making .
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