



Yasmeen Ahmed Hassan

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Birth Date: 20/04/2000

Marital Status: Single

Personal Summary

I'm an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I'm presented with. I'm excellent in working with others to achieve a certain object in time and with excellence.

Experience

I am a fresh graduate with a **Bachelor of Business Administration (Management Department GPA 3.69 B+)** currently looking for a position in management and finance or customer service where I can utilize my skills and put my learning into practice and make a contribution. Moreover, I would like to work with other professionals to improve my skills which will allow me to further contribute in the field of management or customer service.

Education

College: Business Administration

University: Horus University In Egypt - (HUE)

From: 2018 : 2022

GPA: 3.69 (Very Good B+)

Languages: English (Excellent) - Arabic (Mother Tongue)

Courses

English Language Course Attended In New Horizons Learning Center

Microsoft Office Certificate - New Horizons Learning Center

International Computer Driving License (ICDL) - New Horizons Learning Center

Airline Public Relations Skills Certificate - EgyptAir Training Academy

Skills

-IT/Computer Literacy:

.IT skills, software packages, common sense, task-orientated, progressive, specific, office skills, keyboard skills.

.Excellent knowledge of Microsoft Office Word, Excel, Outlook, Power Point and Internet.

-Flexibility:

.Multi-disciplinary, flexible, versatile, multi-skilled, willing, obliging, mobile, adaptable.

- Action planning:

.Decision-maker, planner, organized, responsive, forward thinker, able to prioritize.