

# Radwa nader mohamed mostafa bidak

Mansoura, Egypt

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## **Objective statement:**

- An Enthusiastic fresh graduate, seeking a good and challenging position in your big company where I can achieve my dream.

## **Education:**

- 2015 – 2019 Mansoura University.

Bachelor of Law

**Grade:** Good high

## **Work experience:**

- Jan 2018 – Feb-2020

### **-Worked as a commercial dealer**

Between Italy- Egypt small company in the field of clothes and cosmetics

- Mar 2016 \_ Nov 2017

### **-Worked as a Receptionist**

At ITC Academy Welcoming students,  
Responsible of payment procedures  
Responding to all the inquiries of the center

- Aug 2016- Sep 2016

### **-Worked as a Marketing**

At Arab Maker Academy Marketing and promoting courses for students, responding to requests on social networking sites

### **Key courses:**

- 2017: ICDL

(ICT-WINDOWS 7 – Word 2010 – Excel 2010 – Access 2010 – Power point 2010 – Internet)

- **Personal skills / Qualifications**
- Very good communication skills.
- Very good knowledge at Business Etiquette.
- Good presentation skills. □Very good selling skills.

### **Language skills:**

- Arabic: Mother tongue .
- English (good at speaking, good at writing and listening).
- Italian ( Excellent in speaking and listening Excellent at writing )

### **Computer skills:**

- Very good in using Microsoft office (Word, Excel, Outlook and Power point) .

### **Achievement / Activities :**

- Participated in student activity Year : 2015

### **Interests and Hobbies :**

- Reading, photography, Self-Learning, and Travelling.

### **PERSONAL INFORMATION:**

- Date of birth: 29<sup>th</sup> Gun 1998
- Marital status: Single
- Nationality: Italian Egyptian
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