

Heba Feasl Badr El-din
Wabour elmaya , Alexandria , Egypt.
Hebafasl231@gmail.com
01286689499 - 01111018024
1,oct 2001.

CAREER OPJECTIVE

Seeking for a suitable vacancy , which I can fully use my skills for the success of the Organization and increase my knowledge and build experience.

EDUCATION

Faculty Of Economic and Political Science, Alexandria University
Economic Department, Minor in Political Sciences.

WORK EXPERIENCE

Sales Representative at Wide Horizon.

December 2024

- I am responsible for talking to customers and informing them about the services the company offers.
- Responsible for recovery funds.

Executive Secretary at CODEC For Business Solutions, Accountants and Consultants, Alexandria
December 2023 – November 2024.

As an Executive Secretary at CODEC For Business Solutions, Accountants and Consultants, I

- Preparing and filling corporate tax liabilities of various types (VAT, payroll tax, ect.)
- Establishing a different forms of companies, (ex. solo proprietorship, partnerships, and corporations).
- Preparing companies general assemblies.
- Apply for the registration of individuals participating in the General Authority for Insurance.
- Issuing electronic invoices.
- Communicate with customers to solve their problems.
- Provide administrative support to the team, ensuring smooth operations and efficient communication.
- Prioritize tasks and meet deadlines using organizational and time management skills.
- Demonstrate problem-solving abilities and a quick learning mindset.
- Adapt to new challenges and find effective solutions

Data Entry Specialist at NewEffect-DTC, Alexandria.

July 2023 — August 2023

As a Data Entry Specialist at NewEffect-DTC, I was responsible for accurately and efficiently entering data into various systems and databases. I demonstrated my ability to work under pressure and meet tight deadlines while maintaining a high level of accuracy. Additionally, I utilized my Microsoft Office skills to perform data entry tasks and solve problems efficiently.

Skills

- **Languages:** **Arabic:** mother tongue - **English:** very good – **German:** Beginner
- **Technical skills :** Microsoft OfficeTM tools. (Very good) – Internet research . Google tools.
- **Transferable skills:** Public Speaking, Self learning, Time Management, Crises management, Organization and Multi-potentiality