CURRICULUM VITAE

PROFESSIONAL SUMMARY

Resourceful and detail-oriented Administration Secretary with computer filing and phone experience. Excellent track record of fast typing providing excellent customer service and dedication to accuracy.

PERSONAL DETAILS

Name: Amira Tarek Sayed Abd El Rahman Beshir   **Nationality:** Egyptian
Date of birth: 5 /12 / 1998   **Place of Birth:** RAK-UAE
Gender: female   **Status:** single

CONTACT INFORMATION

Telephone: +971501197323   **E-mail:** amiratareks512@gmail.com
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ACADEMIC QUALIFICATIONS

University / Institute	Degrees	Faculty	Major Subjects	Graduated
Al Ghurair University	3.96	Engineering	Computer Engineering	Graduated
IELTS	5.0	-	-	Passed
Al-Sabahya School	96.5%	-	High School Degree	Graduated

LANGUAGES

	Speak			Read			Write			Understand		
	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair
Arabic	*			*			*			*		
English	*			*			*			*		

KEY ATTRIBUTES

An enthusiastic individual who is seeking a placement position to enable skills of IT to be utilized:

- Excellent written and verbal communication skills; ability to clearly explain the trade-offs between possible software solutions.
- Ability to research, analyze and interpret guidance and determine applicability and impact to the organization and its operations.
- Knowledge of security procedures to maintain control of classified material.
- Ability to apply systems and software engineering principles and emerging software and hardware technologies to complex processes and plan/organize work.
- Skill, judgment, resourcefulness, originality, and ability to foresee the impact of changing technology.
- Ability to analyze data and communicate results in oral and written presentations.
- Knowledge of electronics theory and equipment used in the repair of electronic components.
- Knowledge of network theory and equipment used to interconnect networking devices.
- Solid reading, writing and math skills.
- Passion and ability to learning new languages and technologies.

Technical Proficiencies

Platforms	Windows Vista/7/10; Mac OS X; Oracle; SAP
Software	Microsoft Office (Word, Excel, Outlook, PowerPoint, Project), SQL, and SharePoint; QuickBooks; Salesforce.com
Languages	Java, HTML, C++, PHP, Python, Ruby, eclipse
Core Qualifications	• Phone Communication • 100 WPM Typing • Business Writing • Self-discipline • Problem Solving • Time Management

ADDITIONAL SKILLS

- **Communication skills**: Ability to solve the problems, communicating with everyone in a friendly way and I like to work with a team.
- **Work under pressure**.
- **Linguistics**- can speak confidently in English.

EXPERIENCE

Receptionist and IT assistant   **Mystery Entertainment**
1/8/2020 – present   **Sharjah, UAE**

- Prepare and manage correspondence, reports, presentations and documents.
- Organize and coordinate meetings.
- Take, type and distribute minutes of meetings.
- Implement and maintain shop systems
- Maintain schedules and calendars.
- Arrange and confirm appointments.
- Handle incoming emails, mail and other material.
- Set up and maintain document management systems.
- Set up work procedures.
- Collate information
- Maintain databases
- Communicate verbally and in writing to answer inquiries and provide information.
- Manage shop supplies.
- Assist people with bookings for appointments and preventing conflicts.
- Developing the shop website.
- Creating Brochures.
- Translating and writing stories for games.
- Using computers to generate reports, for data entry, word and excel related tasks, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.

Assistant for HR manager   **Al-Ghurair University**
25/10/2019 – 5/12/2019   **Dubai, UAE**

- Handled and distributed incoming mail.
- Filed essential materials keeping the office organized for potential adopters.
- Coordinated communication and meetings between employees.
- Answered phone calls as needed directing them to individuals who could provide assistance.
- Arranged the applications of students.

Intern in IT department   **Al-Ghurair University**
26/2/2019 – 3/5/2019   **Dubai, UAE**

- Supported the IT team in maintaining hardware, software, and other systems.
- Assisted with troubleshooting issues and provide technical support.
- Organized and maintain IT resources.
- Lent IT support in areas such as cybersecurity, programming, analytics, and data center management.
- Participated in the development of new desktops, servers or applications. As I developed by myself two websites applications and cooperated with IT team in one website application.
- I did research hosting options and report pricing and system options to supervisors. Also, I researched unusual bugs or issues the university encounters regarding AGU's website.

Volunteer for Career Fair   **Al-Ghurair University**
25/2/2019 – 26/2/2019   **Dubai, UAE**

- Organized paperwork as needed to report attendance of companies.
- Delivered messages from one office to another part of the campus.
- Made phone calls to CoCa-Cola organization and Al Bayan as sponsors for the event.
- Typed meeting agenda and reports from handwritten notes.
- Photocopied and scanned documents.

Designer at my school   **Al-Sabahya School**
2014– 2016   **RAK, UAE**

- Designed all the brochures at my school.
- Made all the PowerPoints of teachers.
- Works alone and/or with other designers from students in establishing overarching branding and design systems.
- Create and execute presentations from concept through completion.
- Work both within pre-designed templates as well as create new templates.
- Receives and works on projects at any stage of development and/or completes revisions of existing materials.

MY GRADUATION PROJECT

Restriction of Time Usage on Android Smartphones Using **Al-Ghurair University**
Facial Recognition
10/2/2020 – 30/4/2020   **Dubai, UAE**

In the project, me and my team discussed about the design and implementation of an android application that uses facial recognition to restrict the usage time of the selected applications. Without our approval, we could limit their access to the applications. This lets us prevent data loss from inexperienced or kid users.

ACTIVITIES AND INTERESTS

- I visited standard chartered on 11th March, 2019 regarding writing a resume training.
- I visited IBM on 4th Nov, 2018. As the employers informed us about the products of the organization.
- I was a volunteer for Wetex on 24th Oct, 2018 with my University and I was sharing our University knowledge's and informing the others about Al-Ghurair Organization.
- At my free time, I am programming and creating new Web pages, I created a Blood Management System that can be used in future.
- I prefer to work within a group and I like to share my thoughts and ideas with others.

PERSONAL STATMENT

I have highly motivated & organized individual with excellent communication skills and an optimistic outlook. I am quick to learn and can adapt to change. I believe I have the personal discipline & professionalism that is needed in achieving success in my chosen vocation. I am a sociable person; I can adapt to any situation. In addition, I'm seldom absent from school and university. Also, my teamwork skills lead me to be organized. Moreover, I'm dealing friendly and respectfully most of the time with people at any environment.

REFEREES

Prof. Bassem Al Zahabi	President of AGU	Al Ghurair University, Dubai
Dr. Muhammad Abaidullah Abdul Wajid Anwar	Head & Associate Professor at AGU	anwar@agu.ac.ae
Dr. Sayed Sayeed Ahmad	Associate Professor at AGU	sahmed@agu.ac.ae