

**Personal data:-**

Name : Amany Mahmoud Dawy

Gender: Female

Date of birth: 1/9/1992

Nationality: Egyptian

Mobile no : 01110063878

**Qualification :**

Integrated Technology Cluster University - Cairo, Egypt

\*Certificate Higher National Diploma level 5(BTEC) Edexcel in electrical and electronic Engineering .in 2011

\*Certificate Diploma in Electric and Electronic Engineering Technology .in 2011

\*Certificate Bachelor in technology electrical and electronic2013.

Section: electrical and electronic technology

Grade: Excellent

Graduation: 2013

Project: The security system inside the pump factory.

Project degree: excellent

**Training courses**

Have training in the Industrial Training Council (ITC) in the Maintenance of household appliances

Elsalam Technical Integrated Cluster (ETIC): the training courses in Electrical Engineering

Bavarian Auto Manufacturing Company

**Skills**

**1-Language skills:-**

English

Reading	Writing	Speaking
Very good	Very good	Very good

**2-computer skills:**

1- Microsoft Office

2- Mat lab (electrical)

3- packet tracer (communication)

4- Internet

**objectives:-**

I look forward to being a virtual assistant. Efficient management of calendars, emails, and appointments. Precise data entry, document preparation, and record-keeping. Effective communication with clients, vendors, and team members. Skilled in handling social media, scheduling, and content management. Proficient in Microsoft Office, Google Workspace, and various task management tools.

**Experiences:-****Virtual Assistant**

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08/2024 - Present

**Content Writer (YouTube )**

Jun , 2021: 06/2023

**Technical Support Specialist**

Telecom Egypt

•12/2014: 11/2015

This is a full-time on-site role for a Customer Support Specialist ,addressing customer inquiries and issues, ensuring customer Satisfaction, and providing technical support when needed.

**Assistant general manager****Excellence vocational training center**

• 05/2014 - 11/2014

Scheduling and calendar management ,Arranging meetings and appointments,Answering incoming calls to the manager ,Social media management

**CERTIFICATIONS**

Cisco Certified Network Associate Cyber Ops (CCNA)

Cisco(CSC012732989) JUN2015