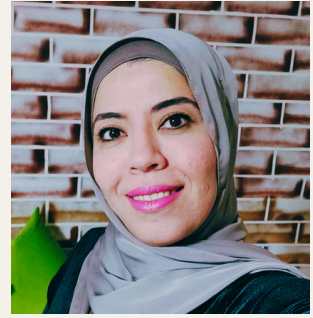


# Nadia Soliman Abdullah

Alexandria, Egypt

01102553630

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Software Engineer with proven communications , technical skills and management skills . seeking a position in management or any position that fits my qualifications, to leverage organizational and research skills to support internal and external communication and help organization to grow and meet future demand.

## Education Background

Faculty of Engineering  
Alexandria University  
2003

## Work Experience

**\*Office manager & Project planning of Momentum Constructions**  
January 2023 till Now

**\*Clinic manager & Head of financial department**  
**Enaya clinics ( laser hair removal & medical center)**  
May 2022 -December 2022

**\*Digital Marketing specialist( reporter & analyze results)**  
**Enaya clinics .**  
May 2022

**\*Head of kindergarten department**  
**Almasraweya Language school**  
November 2021 till April 2022

**\*Head of IT department**  
**Almasraweya Language school**  
January 2019 -October 2021

**\*Excutive manager**  
**(Alsalam private school ) Saudi Arabia**  
july 2008 till December 2018

## Skills & Proficiencies

- Data analysis
- Puma Waterproofing Application System.
- Excel(Pivot Table,VLOOKUP..)
- Accounts Payable & Receivable (Ap/AR)
- Project Cost Analysis
- ERP Systems (Quick Books)
- Interpersonal communication skills.
- Social media marketing.
- Excellent command in English
- Attention to Detail.
- Very Accurate.
- Problem-Solving & Decision Making.

## Volunteer Work & Certification

- Amazon web service data analytics certificate
- Expert word certificate
- Expert Excel certificate
- python
- Microsoft office certificate (Mos)
- Digital marketing certificate
- Machine learning certificate
- Network + certificate
- Web development certificate
- programming c & c ++