

# DAWLAT NASR ALI ELASHRE

ADMINISTRATIVE ACCOUNTANT

+201140574175 | dalidaelashre22@gmail.com | Tanta, Egypt

## PROFESSIONAL SUMMARY

Recent Bachelor of Commerce graduate specializing in Accounting and International Business, with hands-on experience in administrative secretarial work, sales coordination, and customer service. Highly organized professional seeking an accounting or administrative role to leverage academic knowledge and practical expertise.

## WORK EXPERIENCE

### Administrative Secretary | Large Printing Press - Tanta

- Managed daily office operations, filing systems, and document control
- Received and assisted clients, handled correspondence, and coordinated schedules

### Secretary & Sales Coordinator | Fashion Designer - Tanta

- Tracked client orders and coordinated sales activities
- Managed client communication channels and maintained organized databases

### Children's Education Instructor | Beit Al-Loghat Nursery | Ajyal Centers | Nujoom Al-Mustaqbal

- Delivered foundational education after completing the specialized 'Nour Al-Bayan' course
- Managed learning activities and tracked individual student progress

## PROFESSIONAL SKILLS

Administrative Organization	Data Entry	Customer Service	Time Management
Effective Communication	Sales Coordination	Microsoft Office	Appointment Scheduling

## EDUCATION

### Bachelor of Commerce - International Business & Accounting | Graduated: 2025

Higher Institute of Computers, Information & Management Technology - Tanta

## LANGUAGES & CORE COMPETENCIES

Arabic: Native | English: Intermediate | Computer Skills: Advanced | Patience • Flexibility • Commitment • Works Under Pressure • Discipline