

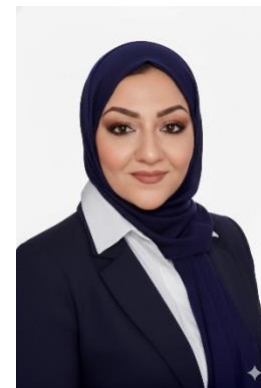
DOAA ABDELSALAM

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PROFISSION

A certified Professional Psychologist (Behavior Therapist) by *PSYCHOLOGY INSTITUTE* and The *MINISTRY OF SOCIAL SOLADIRATY, EGYPT*

- Membership No. **7960**

OBJECTIVE

Seeking a job in a reputable organization where my background and interpersonal skills are well developed and utilized.

EDUCATION

2002-2007

- Bachelor's degree from Faculty of commerce, Cairo University, Egypt.
- Major: Insurance
- Grade : Passed

SKILLS

Computer Skills:

- Excellent Knowledge of Windows
- Excellent Command of M.S office programs (word, excel, power point, outlook, internet)

Language Skills:

- Arabic : Mother tongue
- English: Good command of both written and spoken.

Personal skills :

- Creative , self motivated and reliable
- Ability to work individually and as a co-operative team member
- Excellent communication skills

Presentation skills :

- Developed Language and Computer skills.
- Enhanced Presentation & project development skills.
- Acquired basic business skills including marketing, sales, banking, accounting, office management, business correspondence and report writing.

Organizational work :

- I collaborated as a team leader with six other members to prepare a business plan about a female transportation association.

EXPERINECES

- Sep 2013 - Dec 2014: (Andalousia Alex Company) Sudan St., Mohandseen; worked as The Branch Manager
Jun 2012 - Aug 2013: (Andalousia Alex company) worked as Sales Manager.
May 2011 - May 2012: (Andalousia Alex company) worked as a Sales Representative.
- Aug 2010 - Jun 2011: (International Marketing Company) Giza, Egypt worked as Sales representative.
- Jun 2008-Jun 2009 (Safety Sky) worked as Customer service representative.

CERTIFICATIONS & TRAININGS

- Apr: 2024-Apr 2025: **“Professional Psychologist Diploma”**
By Psychology Institute, Cairo, Egypt & the Ministry of Social Solidarity
- Aug 2024 – Dec 2024: **“Cognitive Behavior Therapy Diploma”**
By Psychology Institute, Cairo, Egypt & the Ministry of Social Solidarity
- Apr 2024 – Aug 2024: **“Clinical Psychology Diploma”**
By Psychology Institute, Cairo, Egypt & the Ministry of Social Solidarity
(the above certifications will be obtained from American Board for Quality, Science & Technology)
- May 2010: Ministry of Communications: **“ICDL Diploma”**.
- Apr 2010: Canadian Training Center of Human Development:
“Time Management” with Ahmed El Koddos.
“How to plan and accomplish your goals” with Dr. Ibrahim ElFeky.
- Mar 2010: Canadian Training Center of Human Development:
“Effective Communication Skills” with Ahmed ElKoddos.
“Job Hunting skills” with Dr. Ibrahim ElFeky.
- Nov 2009-Jan 2010: **“GRP (Sales Course)”** Sponsored by (Talal Abou Ghazala co.)
- Oct 2009-Feb 2010: The Future Generation Foundation (FGF):
“Basic Business Skills Acquisition (BBSA)”
- Apr 2004 - Aug 2004: British Council, El-Agouza, Giza, Egypt:
“English Language Training” (Pre-Advance Level).

INTERESTS

Reading, drawing, swimming, listening to music and tennis.

PERSONAL INFORMATION

Date of Birth: 29/01/1986 .
Marital Status: Married .
