



Neveen Mohamed Kandeel

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Email Address: Neven.Kandel@yahoo.com
Nationality: Egyptian
Date of Birth: 21 Feb.1988
Gender: Female
Marital Status: Single

Education

Zagazig University

Faculty of Education

General Diploma in Education

ElShorouk Academy (2008 / 2012)

The Higher Institute For Computers and Information
Technology

Management Information System Department

General Grade : (Very Good)

Bachelor's Degree in Management Information Systems

Bachelor Grade : (Excellent)

Graduation Project

Project Grade : (Excellent)

Objective

To obtain a position in an
international corporation with
fair opportunity of professional
advancements

. Languages

Arabic: Mother Tongue

English: Good

German: Fair

Training

Summer (From July to September 2009)

Mac Carpet Company (Trainee in Management
Department)

Summer (From July to September 2010)

Eipico Company (Trainee
in Computers Department)

Experience

Quality Specialist From Nov. 2015 Till Now

ElShorouk Academy

The Higher Institute For
Computers and Information
Technology

Office Manager From
(February 2014) to (August
2015).

Artronix Company .

Office Manager From (August 2012) to (January 2014).

Arab Tech Company for Engineering
Services.

Skills

Self Related Skills

Honest,Organized,Tolerant,Reli
able,Punctual,Ambitious and
Keen to Learn.

Enjoy working as a part of a team and also able to work individually

Transferable Skills

Communication
Skills,Leadership,Creativity,Time Management,Work

In team,Identifying and Solving Problems

Computer Skills

MS Office Applications (Driving License is Available)

SQL Server 2005

Courses

Diploma of overall in Human Development

17 Feb. 2015 To

15 Mar. 2015

The Skill of Speaking and Persuasion-Strategic Planning-
Self Confidence power of Thinking-Culture Differences-
Learning Difficulties

1 Jan. 2014 To 9

Jan. 2014

ElFiky International For Human
Development

International Certified Trainer (ICT)

Soft Skills

General / Conversation English 21 Sep. 2013 To 21
Nov. 2013

All From The American University

Communication, Presentation and Leadership Skills in
TRACK

Negotiation Skills 30 Oct. 2010,Presentation Skills
29 Oct. 2010

Creative Thinking 4 Oct. 2010 To 5
Oct. 2010

Project Management 23 July 2010, Make a choice
17 July 2010

Principles of Sales 7 July 2010, Communication Skills 12
Dec. 2010

Six Thinking Hats 22 Mar. 2010 To 29
Mar. 2010

Your Interpersonal Skills 11 Feb. 2010 To 18
Mar. 2010

(Planning, 7 challenges of Communication, Time
Management, Leadership,

Mind Mapping)

Change Management Mar. 2010 To
Apr. 2010

(Who moved my Cheese, Stress
Management, Self
Confidence, Negative

Emotions, How to Enjoy your Life)

Live Your Dream 14
July 2010

Canadian Training Center of Human Development

Development of Thinking and Managerial Skills

(Cognitive Approach)
Winter 2010

(Behavioral Approach)
Summer 2010

Pathways of Higher
Education, Egypt (Banha
University)
