

# Ahmed Atef Farag

## Personal Information

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Email: [atef80141@gmail.com](mailto:atef80141@gmail.com)  
Mobile: 01092261423  
Address: Zefta, Egypt.  
Date of Birth: 20 Sept, 1999.  
Military Service: completed.

## Objective

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I'm a graduate from the faculty of Computer science and information technology. I have an eagerness to learn, continuously, develop my skills, and make a change in the work whatever the way, need to make people's lives easier.

## Education

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June 2021: Graduate, Bachelor's degree in Computer science and information technology from Zagazig University.  
Grade : very good

## Work Experience

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- **Technical Support Agent**

At Telecom Egypt

I was responsible for the technical support department Responding to customer technical inquiries over the phone

- **Data Entry**

At Al Haram General Contracting Company

I was responsible for preparing and organizing the review Data and auditing and verifying the data entry process Matching the entered data .

- **Site Accountant**

At Al Haram General Contracting Company

I was the link between the administration and the project, and I was responsible for receiving custody from the administration, recording daily expenses in the custody statement, liquidating the trust every week, and Delivering salaries to workers and employees of the project

- **Purchasing Manager "current job"**

At Al Haram General Contracting Company

I am Responsible for managing the company's purchases and supplies in accordance with its quality and process needs. He negotiates with suppliers to get the best prices .

## Courses

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- **ICDL**  
“ at Zagazig university “
- **Computer Maintenance course**  
“ at Smouha Academy”

## Skills

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- Creativity
- Negotiation
- Critical Thinking
- work under pressure
- Fast learner
- Team work

## Language Skills

- Arabic: Native.
  - English: very Good.
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