

Eslam Moustafa Badr



Contact Information

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Objective

Seeking a challenging position, leading to a business career that will increase my experience and sharpen up and my working skills.

Education

University	
Degree	Bachelor's degree in Accounting
Faculty	Faculty of Commerce
University	Alexandria university
Year of Graduation	2015

Language Skills

	Written	Spoken	Reading
Arabic	Native	Native	Native
English	Good	Good	Good

Computer Skills

Ms Office Word	Ms Office PowerPoint	Ms Office Excel
Ms Office Access	Ms Internet Explorer	Adobe Photoshop
Microsoft Windows		

Certificates

Title	Certification
ICDL	UNISCO
HR	Alexandria University
English Course	Information Center - Egypt

Work Experience

Employer	Position	Duration	Responsibilities
Al Nasr Construction Co. (Egypt)	Customer Services	August 2015 to January 2020	<ul style="list-style-type: none">Customer Services
Spark Security Service (UAE)	Public Relation Officer (PRO)	February 2020 Till now	<ul style="list-style-type: none">Labour (MOHRE- Tasheel) System Transactions (New Labour Cards/Contracts – New Offer Letters – New Work Permit – Renewals – Cancellations – Labour Quota)Immigration Transactions (New Visa Issuance – Change Status – New Residence Visas & Emirates ID – Cancellations – Renewals)Outdoor Public Relation (Liaison with Government Authorities - Document/ Transactions Processing - Communication - Handling Legal Issues - Government Relations - Liaison with Traffic Department, CICPA, Municipality & Economic Development)

Personal Information

Date of Birth	September 08, 1993
Nationality	Egyptian
Marital Status	Single
Passport No.	A25991747
Visa Status (Residence Visa)	Transferable
UAE Driving License	Valid – Abu Dhabi