



# Mina Magdy Girgs

A Management Information System graduate from Egyptian Academy. A CISCO certified with various Technical Knowledge in IT industry. Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in Information



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Ajman, UAE

Visa status : Employment  
Date of birth | 19/10/1992  
Nationality | Egyptian

## Skills

### Communication – Oral and Written

Advanced

### Language – English and Arabic

Advanced

### Computer – Microsoft Office

Advanced

### Computer – Hardware

Advanced

## Personal Attributes

Fast learner

Good Personal Presentation

Social

Team Player

Flexible

## Education

### Management Information Systems (BS-MIS)

Egyptian Academy

Specialization: Computer Engineering

## Work Experiences

### Call center agent

#### Noon - UAE

Served as an Call center agent on jan 2019 till Mar2019.

### ACCOUNTANT

#### ENOC Petroleum - UAE

Served as an ACCOUNTANT on April 2017 to June 2018.

### Business Development Executive

#### Integrated Management Consultancy Company - UAE

Served as an Executive on March 2016 to March 2017.

### Purchasing Agent

#### Smokery El Gouna Yacht Club - Egypt

Served as an Agent in Purchasing Department on January 2015 to February 2016.

### IT Specialist

#### Xperience Kiroseiz Parkland Hotel - Egypt

Served as an IT Specialist on January 2014 to January 2015.

### Network Service Operator

#### Orange Company - Egypt

Served as a Network Service Operator on February 2013 to December 2013.

### Customer Service & Tele sales Rep

#### Vodafone - Egypt

Served as a Customer Service and Telesales representative on October 2010 to January 2013.

## Courses and Certifications

### CCNA (Cisco Certified)

Routing - Switching - Wan - Nat - Acl - Vlans

Console GPMC, DHCP, WSUS, WDS, NAP, NPS, VPN, Backups, Hyper-V, & DNS.

Good understanding of OSI Model & TCP/IP protocol suite (IP, ARP, ICMP, TCP, UDP, FTP, TFTP).

Knowledge of routing protocols - RIP V1/V2, OSPF, IGRP & EIGRP.

IP addressing, sub-netting & routing concepts.

Security administration port security on switch and IP security on Router via Access list.

(Cisco-ID – CSCO 12772141)

Attended a Certification course of 60 hour on "Network Administrating (CCNA)" ITC Academy

Academy

### CCNP

Route: Eigrp – Ospf – Redistribution – BGP – IPV6

Switching: Vlan – VTP – Inter vlan – Ether-channel – STP – Redundancy – Monitoring

Tools

(Cisco-ID – csc0 12772141)