



Ramy Atalla Farag

Address, Cairo, Egypt

(+2)0128- 9354959

Ramy_atalla2@yahoo.com

Career Objective

An entry-Level Position in a Company where my Knowledge and Skills could be applied and enhanced.

Academic background

Fayoum University, Faculty for Tourism and Hotels Managements, Guidance Department, May 2009 with general degree high good.

Language Skills

English: Good in spoken and written

Spanish: very good

Training Courses

. **Operation Training Course:** in EgyCross medical Assistance for 2 Months on working with **outlook** and **Microsoft Office** ,and gain some medical Terms and Experience in this field inside Egypt and outside Egypt with English and Spanish Language based on GOP.

.**Tour Guidance Training Course:** in Planet Tours and NTS Travel for 3 months ,and learn how to deal with a guest came for the first time to your Country , and help him to get all the information he required , to be also punctual on your appointments special with British American and Spanish people.

.**Tour Leading Training:** in NTS Travel working with multinationals guests all over the world ,and learning how to receipt a tourist Group , help them in the Airport and leads them to their Hotels , and try to solve all their Problem and introduce for them the best Solutions in Case they face any troubles during their staying.

.**English and Spanish Courses:** in Faculty for Tourism and Hotels Management.

Past Work Experience

- **Supervisor Operator in EgyCross medical Assistance**

From 01/12/2014 till now

- **Social Media Specialist at Dream Real state.**

From 01/02/2014 to 30.11.2014

- **Tour Guide at Planet travel**

From 01/01/2012 to 10/01/2014

- **Tour Guide at NTS Travel**

From 10/09/2012 to 01/08/2014

- **Tour Leader at NTS Travel**

From 01/11/2010 to 01/09/2011

- **Tour Leader at Planet Travel (Training)**

From 01/05/2008 to 01/09 /2008

Tasks

Operator in EgyCross: receiving a medical Request for a Patient in somewhere from the Insurance Company by mail, and we contact with the Patient and confirm with him the Symptoms and his location, and arrange for him a Doctor visit or a Hospital Visit where he is Staying, and send our GOP to the facility, and the facility details to the patient.

Tour Guide: join the Guest and guide them into the historical and monumental Sites and explain to them our ancient Egyptian History ,Culture ,Tradition ,and Civilization .also help them to find the best Place where they can enjoy and spend nice Time there and guide them if they need.

Tour Leader: receipt the Guests (British, and German) in the Airport and accompany them to the Hotel and explain to them about their Program, and make check in for the Patient in the Hotel and offer for them some optional Trips and responsible for Solving the Guests Problem.

Computer Skills

Windows (98, 2000, XP, vista)

Good user for Microsoft (word, excel) and Outlook.

Good User for Internet Applications.

Ability to deal with different Programs

Interpersonal skills

Ability to work under Stress, Patient, flexible

Personnel information

Date of Birth: 05.04.1988

Nationality: Egyptian.

Gender: Male.

Address: 13 Zaky bedier st. , Al mokattam , Cairo.

Marital Status: Married .

Military Status: exempted.

Hobbies: swimming, reading, watching movies, traveling.

References

Available upon request