

Holds a Bachelor in Hotel & Tourism and has about 6 years experience working as Executive Secretary, PR and Sales.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 08/10/1991
Gender : Female
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Bachelor in Hotel & Tourism, 2012

LANGUAGES

Arabic : Native Language
English : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet

TRAINING COURSES AND CERTIFICATIONS

: Airline Tickets Cairo Airport.
: Amadeus.
: ICDL
: English course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2015 till now
Employer : Khatib & Alami Consultants
Job title : Executive Secretary

Dates : From 2014 till 2015
Employer : Wadi Degla Club
Job title : Public Relations

Dates : From 2013 till 2014
Employer : Sedrak Optics
Job title : Sales