

Has over 15 years experience working as Administrative Manager & Executive Secretary, CEO Office Manager, Foreign Purchasing Supervisor and Public Relation Supervisor.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 11/01/1982
Gender : Female
Marital Status : Single
Residence : Giza, Cairo

EDUCATION

: Bachelor in Archeology (Egyptology), Cairo University, 2003
: Educational Diploma (History dept.), 2015
: Secondary Education: Youssef El-Sebaie Experimental Languages School

LANGUAGES

Arabic : Native Language
English : Very Good
French : Good

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2016 till now
Employer : Bebo Kids Academy (Nursery & Pre-school)
Job title : Administrative Manager & Executive Secretary

Dates : From Mar. 2012 till Jan. 2015
Employer : Care Plus for Medical Care
Job title : CEO Office Manager

Dates : From Dec. 2006 till Feb. 2011
Employer : International Company for Electronic & Electrical Systems (I.C.E.E.S)
Job title : Executive Secretary & Foreign Purchasing Supervisor

Dates : From Dec. 2004 till Sep. 2006
Employer : Palm Springs Club Egypt for entertainment games
Job title : Executive Secretary & Public Relation Supervisor & responsible for the Importing dept.

Dates : From Sep. 2003 till Dec. 2004
Employer : El Wafaa Co. (Silvy)
Job title : Secretary