



HODA TAREK

📍 Alexandria

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🎂 17/4/2000

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

SKILLS

- Computer Skills
Microsoft Word
Microsoft Excel
Social Media
Administration
- Personal Skills
Communication
Fast Learning
Teamwork
Emotional
Intelligence
Critical Thinking
Attention to
Details
Accountability

INTERESTS

- Reading
Reading novels and educational books.
- Social Interaction
A very friendly character.
I am the kind of person who makes friends everywhere I go
- Sports
A sports freak. The gym is my all-time favorite place.

LANGUAGE

- Arabic Native proficiency
- English very good proficiency

EDUCATION

- ✓ **2016-2018**
Ras El Teen Secondary School for Girls
Secondary School, Alexandria.
- ✓ **2018-2022**
Faculty of Law
Alexandria University, Alexandria
I Studied for four years at Faculty of Law, Alexandria University. I have obtained a Bachelor of Law within overall grade of "Good"
- ✓ **2022-Present**
English Course
Egyptian American Center, Alexandria
I Started this Course to improve my English proficiency from excellent to fluent.
- ✓ **2022-Present**
Excel Course
Faculty of Law, Alexandria