

# Curriculum Vitae

**Its an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contributing in the development of this corporation.**

## *Personal Information*

Name : Aya Alaa Eldin Abdelmoniem.  
Nationality : Egyptian  
Date of Birth : 15/8/1993  
Place of Birth : Zagazig - Egypt  
Marital Status : Single  
Religion : Muslim  
Mob : 01092055272  
Mail : yoyaalaa981@gmail.com  
Address : Almabara Hospital - Zagazig - Sharkia.

## *Objective*

Seeking a challenging opportunity allows me to use and develop my background and to build a long-term career with opportunity for career growth.

## *Education*

University : Zagazig University.  
Faculty : Law ( Bachelor of Law ) .  
Graduation Year : 2015.

## *Experience*

- Worked as a receptionist in a tourism company for two years
- Worked as a receptionist in a real estate investment company for a year
- Worked as a receptionist in a physical therapy center.

## *Languages*

English : good.  
Arabic : Mother Language.

## *Courses*

- ICDL.
- English Course.

## *Skills*

- Strong time management
- Professional and courteous.
- Creative and proactive
- Adaptability and flexibility
- Executive and administrative support
- Records and office management
- Coordination with the work team
- Working in a team
- The ability to communicate.
- Ability to work under pressure.
- The ability to learn anything new.
- Problem solving and the ability to make decisions.
- Time management ability.