

# AYA KHALED ABD EL AZIZ



## CONTACT ME

☎ 01222657417 - 01279339998

✉ ayak23868@gmail.com

📍 Gate 8 , El Agmi Alexandria

## EDUCATION

ALEXANDRIA UNIVERSITY  
BACHELOR DEGREE GRADUATE  
2016 - 2020

## TRAINING

### TRAINING ON MICROSOFT SOFTWARE

A period of 3 months in IT  
Faculty of Arts, Alexandria University

### PARTICIPATION IN

A series of lectures on Archaeological  
Awareness And Political participation  
On Ministry of Youth and Sports

### TRAINING KNOW YOUR CITY

Under the supervision of  
The Ministry of Youth and Sports

## ABOUT ME

Able to handle multiple tasks on a daily basis  
Time can be managed  
I can work in a team  
I am good at computer work  
Work under pressure

## JOB EXPERIENCE

### SECRETARY 2020 - 2021

For history teacher

### PUBLIC RELATION 2021 - 2022

In Agyad School

### WATER COMPANY -PUBLIC SERVICE- 2023

Working in the direct communication department

### THE TECHNOLOGICAL CENTER OF AL-AJAMI DISTRICT 2023

Writing notebooks

Copying complaints and distributing them to the competent agency

Data Entry

### SALES 2023

Makeup Store

## SKILLS

ENGLISH



Microsoft Word



ICDL



Microsoft Powerpoint

