**Aya Elsayed hafez**

**Address:. 7, Imam El Shafei Street, off Gamal Abdel Nasser - Bridge of Suez**

**Mobile: 01069218420 / 01283932509**

**E-Mail:** ayatoty\_2010@hotmail.com

**Date of Birth: 24 of June 1990**

**Nationality: Egyptian**

**Marital Status: Single**

***Education:***

• **Higher Institute for Specific Studies 2012 ( Future Academy ) Cumulative grade good.**

**• school for tourism and hotels 2009**

**Work experience:**

**• Secretarial work in a nutrition clinic from 2015 to 2017**

**• Secretariat of the Chairman of the Board of Directors of Al Hilal and Golden Star Company**

 **from 2017**

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***Computer skills:***

* **Microsoft Office (Word, Excel, Power Point) (professional level).**

***Languages:***

* **Arabic: Mother tongue.**
* **English: Excellent command written**

***Soft Skills:***

* **Ability to work in group or individually "according to the job requirements".**
* **Ability to meet deadlines successfully maintaining the quality of work.**
* **Customer service orientation.**
* **Able to learn new tasks quickly.**
* **Attention to details.**

***Hobbies:***

* **Surfing internet.**

References are Available upon request

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