

Aya Elsayed Mahmoud

 Phone : 01284642020

 E- mail : nadamohamed13719997@gmail.com

 Address : Alexandria, Egypt

Professional experience

M Data entry at Water company

- Review data and deficiencies or errors, and correct any error or inconsistency in the data
- Search and get more information for incomplete documents
- Create reports, store the work done in specific files, and perform backups

Secretary at Start Life Academy

- Organizing appointments, attending meetings, and preparing and submitting work reports
- Receiving people, meaning making sure to organize appointments and dealing with people according to an organized schedule.
- Following up on administrative communications, that is, taking care of receiving incoming mail on a daily basis, and sending outgoing mail when it is ready at the specified time.

Training

Security at ToothTown Dental Center

Education

Bachelor Social Services

Grade : Good

[2017] - [2021]

Skills

Computer Skills

- Microsoft office
- Online Research

Personal Skills

- Communication
- Problem Solving
- Creativity
- Leadership
- Emotional intelligence
- Time management

Language skills

- Arabic
 - English
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