

Aya Ramadan saber Ibrahim

16 Hashim St., Abou Qatada, Giza
Telephone: 37396309, Mobil: 01286132965
Email: ayaramadansaber@gmail.com

Objective

A challenging career opportunity in the field of management to build upon utilizes my previous work Experience and academic background.

Education

Bachelor of Law, Cairo University, Egypt, June 2011
Specialization: Law
General Secondary 2007

Internship Experience

* From June 2014 to December 2015

Job title: Secretary - Administrative Prosecution - Giza Courts Complex - Giza

Company: Governmental

Responsibilities:

- Writing Investigations
- Copy the notes submitted to the administrative prosecution for investigation on the computer

• From February 2015 to September 2021

Job title: lawyer – El Salam for Contracting

Company: Architecture and Planning Group S.A.E – Consultant

Responsibilities:

- Investigate the employees referred to the legal affairs for investigation and take necessary action.
- Pleads before the courts to defend the companies if they are a litigant in the proceedings against them and submit defenses and form contracts and review them
- Formulation of contracts and follow-up of contracts concluded.
- Follow-up and investigation of the complaint and conduct of investigations.
- Follow up the work on the usual face and the legal application to avoid the occurrence Of fines on the work of the work of sending the heel of work in the specified period and Provide data and papers crisis in the file of each worker
- Send and receive e-mails and e-mail.
- Dealing with customers and solving their problems or converting them to specialists.

* from October 2021 until new

Job title: Secretary - diamond onshore - Nasr City – Cairo

Company: drilling contracting

Responsibilities:

- Organization of work, and its policy within the office
- Determine the dates of interviews, and meetings of the Director, according to his agenda

- Arranging and organizing files and the various documents on which the management's work is based.
- Receiving written messages, calls, faxes, and e-mails, presenting them to the manager at specified times, and responding to them.
- Communicate with the various departments, and ensure that administrative decisions are implemented in the agreed upon manner

Extracurricular activities

Music, Drawing, community outreach, helping the elderly

Skills

- Computer skills: Proficient user of MS Office, outlook, (ICDL) course
- Language skills: Arabic : native language
English: good in reading and written

PERSONAL DATA

Date of Birth: July. 1. 1990

Nationality: Egyptian

Military service: I ended the public service

REFERENCES AVILABLE UPON REQUEST