

C.V



Mai-Bekhit@yahoo.com

Mobile: 01284242067 -01020924329

Objective: Seeking a Position in the field of Administrative assistant,
customer service or call center

Personal Details:

Name : Mai Bekhit Solliman
Nationality : Egyptian
Sex : Female
Date of birth : 01/01/1989
Marital status : Married
Address : Shenouda St. Gesr Elsuez – El Zeitoun - Cairo

Educational Qualification:

Bachelor of Arts – History Department -Ain shams university

September 2006 - May 2010 .

Computer Skills:

- Microsoft Office (Excel-Word).
- Photoshop cs6.
- Illustrator .

Courses:

- **Professional administrative assistant Diploma** – New Horizons provided by National Egyptian Development Association (NEDA)

From: March 28th, 2011

To: May 30th, 2011.

Course contains:

- MS Office 2007 (Word – Excel – Power point)
 - Communication Skills
 - Time management
 - Secretarial skills
 - Typing speed Arabic & English
 - Coaching
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- **Professional awareness program** - National Egyptian Development Association (NEDA) Funded by Sawiris Foundation for social development

From: Jan. 23rd , 2011

To: Feb. 15th , 2011.

Course contains:

- Team work skills
 - Business Etiquette
 - Communication skills
 - Time management
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- **Patron and Styling Course**
 - **Sales courses (OSN) , marketing courses .**

Languages Known:

-Arabic (mother language).

-English Conversation skills:

Speak: Good

write: Good

Work Experience:

- I worked secretary in institution (NEDA) .
- I worked in the company orbit showtime ,
(OSN) telesales. In the main branch of Maadi.
- I worked a Sales manager in Brand , (6 years' experience).

Personal Qualities:-

- *Punctual, Hard worker, organized, team worker
- *Flexible, work under pressure.
- *Easily learn & do any jobs.

Hobbies & Other Interests:-

Travelling & Music & Communicating With People & reading &
Continuing to learn .