

Manar Ashour

Mobile Number: 01110731105 – 01065099220

Email Address: ashourmanar709@gmail.com

Address: 35 Issa Qatari Street - Al Warraq



PERSONAL OBJECTIVES:

Fresh graduate seeking a challenging position in your international organization where I can work in stimulating environment that will enable me enhance and improve my knowledge, flexibility and skills to best serve the organization aiming success.

PERSONAL INFORMATION:

Birth Date: 15 May 1997

Marital Status: Single.

Nationality: Egypt.

EDUCATION:

**Bachelor of Archaeology from Cairo University
department: Islamic. Graduation year: (2019). Grade: (very good)
Participate in the scout activity.**

SKILLS:

**Computer Skills: Microsoft Office: (Word, Excel, Outlook and PowerPoint)
Soft Skills: Good Communication Skills - Work Under Pressure.**

LANGUAGES:

Arabic: Native.

English: Upper Intermediate.

COURSES:

- **English Course at SYE English Community
from August 2019 till October 2020**
- **Studied practical HR Course at Leaders accredited by HRCI 72 hours
from May 2022 till August 2022**

JOBS:

**Secretary at Cali International Travel (Tourism Company)
From July 2019 till now.**

RESPONSIBILITIES:

**Sending and receiving email, Transfer calls, communicate with
customers and carry out administrative affairs**