

Mona Mohamed Saleh Khiry

Career Objective :

- Job Stability
- Achieving self-aspiration in gaining skills and experiences that qualify me to improve my job performance in the company in which I work

Contact info



Maadi, Cairo, Egypt



Mona.khiry83@gmail.com



+2 011 210 254 68



05/11/1983

Languages

- Arabic : Mother tongue
- English : Very Good

Computer Skills

- Microsoft Office

Hobbies

- Travelling
- Reading
- Sports

Academic Qualifications

- **2004 | Faculty of tourism and hotels - Helwan University**
Department of Tourism Studies
Overall grade: Very Good

Courses

- ICDL Course
- Amadeus course for reservation system
- Tourism Marketing Course
- Human Resources Course

Work Experiences

- **2010- 2012 | Global company for Tourism**
Telesales officer
 - Selling discount cards to Egyptian customers
- **2012- 2014 | Al-Goury travel company for tourism**
Telesales and customer services
 - Selling discount cards to Egyptian customers
- **2014- 2017 | Ameely company for tourism**
Telesales officer
 - Selling tourist services to the clients
 - Reserving hotels and flights and obtaining visas for Saudi, Emirati, Kuwaiti and Qatari clients
- **2017- 2022 | Bookingcw company for tourism**
Telesales officer
Team Leader

Personal Skills

- Excellent communication and phone skills
- Build repeat business through excellent customer relations
- Knowledge of telephone and computer systems
- Experience in sales
- Attention to details
- Hard worker and interested in team works