

Aya Ahmed Abd EL-Maksoud EL-Feki

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CAREER OBJECTIVE

Seeking Job where I can achieve myself, be an active member of the community, develop my skills and enhance my knowledge. Want to learn new tips and techniques from seniors and apply my knowledge.

EDUCATION

- Bachelor of Business administration and Management, Sadat Academy for Management Sciences, 2022.
Major: banking. **Accumulative grade:** Above Average.

QUALIFICATIONS

- MOS Master from Joy Team.
- BFI Diploma from Banker's Lounge.

EXPERIENCE

- From July 2022 – till now: Working as a Secretary at SDK Academy.
- From December 2021 to January 2022: Online Training at HSBC.
- From July 2021 – September 2021: Life Makers Foundation as a sales Person.
- From Jun -july 2021: Online Training at Banque Misr. (One month).
- From 2020 till now Online Marketing FB Page.
- 18/08/2019 – 18/09/2019: Training at QNB Bank.
- 24/06/2019 -24/07/2019: Training at Misr-Iran development Bank.

ACTIVITIES

- Member at Aibe and Dream with us student activity.
- PNE Department Course at AIBE in October 2019.
- Volunteer member at Resala Charity Organization.
- Volunteer member at Baheya Foundation.
- Volunteer at Farha Team.

SKILLS

- **Language skills:**
 - Mother tongue: Arabic.
 - Very good command of both written and spoken English.
- **Computer skills:**

- Windows, Word, Excel.
- **Personal skills:**
 - Fast learner and ability to improve.
 - Flexibility.
 - Communicative & Sociable.
 - Very ambitious.

PERSONAL DATA

- Date of birth: 25/3/2000
- Marital status: Single
- Nationality: Egyptian

"References to be furnished upon request"