Martha Ayed Aziz Rofael

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**WORK EXPERIENCE:**

* **Admin Assistant At Amon For Medicals (1997)**
  + Preparing necessary presentation materials for meetings.
  + Ensuring project deadlines are met.
  + Determining project changes.
  + Providing administrative support as needed.
  + Undertaking project tasks as required.
* **Admin Assistant At Eagles International For Imports And Exports** 
  + Preparing necessary presentation materials for meetings.
  + Ensuring project deadlines are met.
  + Determining project changes.
  + Providing administrative support as needed.
  + Undertaking project tasks as required.
* **Admin Assistant At Dice** 
  + Preparing necessary presentation materials for meetings.
  + Ensuring project deadlines are met.
  + Determining project changes.
  + Providing administrative support as needed.
  + Undertaking project tasks as required.
* **Manager And Teacher At Saint Mary & Saint Abo Sefin Church**
  + Simplifying the curriculum for the students.
  + Training the students to be ready to take exams and quizzes.
* **Sales At Le Passage Hotel .**
  + Advise Clients about real estate decisions.
  + Finding Clients
  + Conducting Research
  + Handling Paperwork
* **Admin Assistant For head of consumer protection At Gree Solar** 
  + Preparing necessary presentation materials for meetings.
  + Ensuring project deadlines are met.
  + Determining project changes.
  + Providing administrative support as needed.
  + Undertaking project tasks as required.

**EDUCATION:**

* Studied at Mass Communication department, Faculty of arts, Ain Shams University
* El Hssanya School For Girls.

**ADDITIONAL INFORMATION:**

* English Good
* French Good.
* IT skills Proficient at MS Office applications, use of internet and e-mail.