Martha Ayed Aziz Rofael

El-Waha Street, gesr el seuz, Cairo, Egypt

​Mob: +201220114599

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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.