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## PERSONAL DATA

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- **Birth date:** 09/01/1988.
- **Address:** 5th Settlement, Road90, New Cairo, Egypt.
- **Cell phone No.:** +2012 -07566775.
- **Home phone No.:** +202-2564 9550.
- **E-mail:** [marinamaziz@hotmail.com](mailto:marinamaziz@hotmail.com)

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## CAREER OBJECTIVE:

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Seeking a challenging career in a leading multinational company in the Marketing, Human Resources, Communication, Project management or mass media that match my field of interest in communication and dealing with people where my abilities and skills can be developed and my knowledge can be applied.

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## EDUCATION

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### UNIVERSITY STAGE

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- **University's name:** Ain Shams University in Egypt.
  - **College:** Faculty of French Law.
  - **Specialist: Management**, a Bachelor degree from both the University of Nantes and the Egyptian ministry of High Education.
  - **Graduation Date:** 2011
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### HIGH SCHOOL STAGE

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- **High School's Name:** Notre Dame De La Delivrande – Heliopolis
  - **Graduation date:** June 2006.
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## EXPERIENCES, TRAINING, AND SELF DEVELOPMENT

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### WORK FIELD EXPERIENCE

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#### TRAINING:

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- **From August 2008- till 2009:**
  - **Employer:** Thomas Cook Travel Agent.
  - **Position:** Travel Counsellor
- **From April 2009 – till March 2013:**
  - **Employer:** Thomas Cook.
  - **Position:** Travel Counsellor

Converse with customer to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required.

- Book transportation and hotel reservations, tours, and handles all visa arrangements.
- Telephone customer to advise of any changes with travel conveyance or to confirm reservation.
- Follows up on waiting list reservations & pending travel procedures with clients/accounts.

- Plan, describe, arrange, and sell itinerary tour packages and promotional travel incentives offered by the company.
- Provide customer with brochures and publications containing travel information, such as local customs, points of interest, or foreign country regulations.
- Handle clients' Technical problems.
- Adhere to all operating, quality and security procedures.

- **From April 2019- till November 2021:**

o Employer: Eden Solutions

o Position: Office Operations

- Responsible for the efficient functioning of an office through a range of administrative, financial and managerial tasks
  - Organizing meetings and managing databases
  - Organizing company events
  - Dealing with correspondence, complaints and queries
  - Preparing letters, presentations and reports
  - Maintain procedures and office administrative systems
  - Liaising with staff, suppliers, and clients
  - Attending meetings with senior management

- **From December 2021 – till Jan 2022:**

Employer: Highlights

Position: CEO Office operations

- **From Jan 2022 – till Current:**

- **Employer:** SeveralS
- **Position:** Assistant Supervisor

Converse with customer to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required.

- Book transportation and hotel reservations, tours, and handles all visa arrangements.
- Telephone customer to advise of any changes with travel conveyance or to confirm reservation.
- Follows up on waiting list reservations & pending travel procedures with clients/accounts.
- Plan, describe, arrange, and sell itinerary tour packages and promotional travel incentives offered by the company.
- Provide customer with brochures and publications containing travel information, such as local customs, points of interest, or foreign country regulations.
- Handle clients' Technical problems.
- Adhere to all operating, quality and security procedures.

#### **COURSES:**

- Deutsch Language with Geothe
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#### **CERTIFICATES AND ACCREDITATIONS:**

- **DEL F** (Diplôme d'Études en Langue Française) 2nd degree
  - **C1** (Diplôme de chambre commerciale en langue Française)
  - **TOEIC** (Test of English for International Communication)
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#### **PERSONAL SKILLS:**

- Strong communication skills.
  - Friendly, dynamic, enthusiastic
  - Strong personality, creative& enjoy responsibility.
  - Self-motivated & result oriented
  - Welcome new challenges.
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#### **AFFILIATIONS & ACTIVITIES**

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- **Organizing conferences**, French Chamber of Commerce, 2010

- **2008-2009** **SIFE** « Student in Free Enterprise »
- **2009-2011** **Student Union** « Social Department, Charity »

## **SKILLS AND ABILITIES**

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### LANGAUAGE SKILLS

- Arabic **Level:** Mother tongue.
- French **Level:** Excellent, both spoken & written.
- English **Level:** Very Good, both spoken & written.

### COMPUTER SKILLS

- High computer literacy.
- Excellent in doing Internet research & can easily learn operating on any new software.

### ACTIVITIES AND INTERESTS:

- Sports: Handball, gym, swimming
- Listening music