

## **Aya Tarek Mohamed**

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### **Professional summary**

As an ambitious and enthusiastic individual, I am seeking a challenging career within a progressive organisation. A recent graduate of the Bachelor of Social Services with good interpersonal communication skills in addition to a confident approach and professional attitude Seeking an opportunity to use these skills more effectively and working towards achieving organizational goals

### **Education :**

Bachelor Social Service - 2023 from Social Services - Culture & Science City – 6 October

### **Work experience**

Worked at Data entry officer at Bank Misr – under the supervision of Xerox Company for 6 months

worked as an admin assistant at dental clinic june 2019-oct. 2020

### **interpersonal Skills**

- Excellent written and verbal communication skills.
- Highly organized and efficient.
- Ability to work independently or as part of a team.
- Proven leadership skills and ability to motivate.
- The ability to innovate and solve urgent problems.

### **Technical Skills**

Knowledge of word processors, like microsoft word.

Excellent typing and transcription skills,including typing at fast speeds.

Ability to research and collect data.

## **Language skills**

Arabic : mother tongue

English : very good

D.O.B: 30/8/2001

Martial status: single

References are available upon request