
Maii Mohammed Shaaban Masoud

Hassan Mohammed- Fisa- Giza

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EDUCATION

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|-----------|---|
| 2016-2020 | <ul style="list-style-type: none">• Faculty of law
Cairo University-Cairo,Giza |
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EXPERIENCE

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| 2020 - 2021 | <ul style="list-style-type: none">• Administrative Prosecution Authority-October, Cairo.
Investigation Secretary |
| 1/2022 - 4/2022 | <ul style="list-style-type: none">• Xceed-WE Telecom Egypt, Nasr City
MCU-Call Center Technical Support |
| 5/2022 - 11/2022 | <ul style="list-style-type: none">• Secretarial,
Al Munir Education Center |
| 11/2022 - | <ul style="list-style-type: none">• Human Resource Assistance at Star Golf Supplies
Star Golf Cosmetic Supplies
Working as a receptionist and Director Secretary and Assistant to HR at Star Golf company for supplies. |

COURSE

- **English**
Harvest British College,Ciza 11/2018-9/2019
Learned and practice to level 10
- **ICDL**
Harvard Business Academy, Giza 10/2021-12/2021
learned and trained practically and theoretically to interact with all Microsoft Office programs and with computers in general
- **Soft skills**
- **HR**
- **Sales**
- **Marketing**
- **Analysing Social media**

SKILLS

- Good Communication skills.
- Microsoft office skills. Good ability to use Microsoft office skills.
- Computer skills.
- Efficient in working under pressure, have a team spirit and get along very well with people at all levels.
- Ability to learn anything that supports my work and improves my skills.
- Have Creative Skills and the ability solve problems.
- Ambitious, Possess excellent Correspondence, negotiation skills and sales skills.
- Flexibility and ability to manage priorities.
- Efficient in managing staff.
- Able to self-educated, learned and Knowledgeed.
- Organized and Manage time with professional way.

LANGUAGES SKILLS

- Arabic mother tongue
- English very good at speaking, reading, writing and listening.