



## Soha Sayed

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### OBJECTIVE

Seeking a job opportunity that will allow me to use my computer skills, personality, and organizational skills in an entry-level position as an assistant, clerk, or receptionist in an office or retail environment.

### RELEVANT SKILLS

- Microsoft Office Experience (Word, Excel)
- Typing And Data Entry
- Service Scheduling
- V. Good in English
- 4 Years Administrative Assistant Experience
- Team Building

### PROFESSIONAL EXPERIENCE

**Administrative Assistant**  
**Esm3ni Academy**  
*February 2019 – May 2022*

Responsibility for solve administrative issues. Organizing and planning working day and schedules. Preparing work performance reports. Communicate with clients to keep them in touch, support them with information and market our services.

**Branch Vice-Manager**  
**Esm3ni Academy**  
*May 2022 - September 2022*

Handling any issues related with administration level. Coordination with High-Management level (Business Owner).

### EDUCATION

**Helwan University**  
**Faculty of Art (History department)**  
*June, 2019*