



Aya Medhat Ibrahim

CONTACT

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SKILLS

- Team work
- Problem Solving
- Leadership
- Time Management
- Communication
- Self Learning
- Computer Skills
- Microsoft Office Skills
(2003, 2007, 2010, 2016)
- Photoshop Skills
- Work under pressure

Languages

- Arabic: Mother Tongue
- English: Very Good in
Speaking and Good in
Writing

OBJECTIVE

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail.

EDUCATION

- **Higher Institute of Agricultural Cooperation | 2021**
- Division of Agricultural Economics and Cooperation
- Grade: Good

EXPERIENCES

- 1 year of experience in Accounts department in the Social insurance
- 6 Months of experience as a secretary at Uranus Group company

COURSES

- HR Diploma at HR Passport | 2/2024 - 8/2024
- Human Development Course
- E-Marketing Course
- Food quality Control Course
- Entrepreneurship for agricultural projects Course

PERSONAL INFORMATION

- Nationality: Egyptian
- Date of Birth: 30/9/1997
- Marital status : married
- public service: Completed