 **Personal Information**

 **Aya Sayed Ibrahim Mohamed**

  **01013910106**

 **0223765757**

  **El-Maasra** **- Helwan- Cairo- Egypt**

 **ayasayedut@gmail.com**

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| **Personal Details :**  |  |
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 · Date of birth · **01/04/1997**

 · Place of Birth · **Cairo, Egypt**

 · Religion · **Muslim**

 · Nationality · **Egyptian**

 · Marital Status · **Single**

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| **Educational Qualification:**  |  |
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 · **Bachelor from Faculty of Tourism and Hotels Management – Helwan University** .

 · **From** **2017** **- 2021**.

 · **Degree** **Is** **Above Average.**

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| **PERSONAL Skills& Activity:**  |  |
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* Ability to learn, acquire and work under stress.
* Ability to contribute in a team work.
* Easily acquainted with new challenges and work hard to achieve them. • Strong understanding of the Middle East Market and culture
* Throw own experience and internet self-study.
* Excellent communication and negotiation skills.
* Very patient in dealing with different situations and the team work.
* **Experiences:**
* **Working as a receptionist**

**at a translation center.**

* **Working as a secretary at lawyer’s office.**

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|  **Computer skills**  |  |
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* **Microsoft** **office** **Word,Excel.**
* **Good** **at** **Performing** **General** **Computer** **Tasks.**

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|  **Language skills**  |  |
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* Native language: (Arabic).

* foreign language: (English).

* **Fluent** **in** **Arabic** **and** **Good** **at** **English**.