



AYA HANY SAYED MOHAMED

PROFILE

Address: El Safy St , North
Coast Road Kilo 23 ,
Alexandria, Egypt

Nationality: Egyptian

Birth date: 19/12/1996

CONTACT

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Languages:

Arabic: mother tongue

English: very good command
for both (spoken & written)

HOBBIES

reading

EDUCATION

2016 - 2020

- Bachelor of Arts Oriental Languages Department Assuit university with very good grade (81.25%)

WORK EXPERIENCE

- **Working as Administration Supervisor at brightway center. (Novemper2021- till January2023)**

I was responsible for:

- Follow up with parents and solve their problems.
- Follow up the work of specialists.
- Management of the financial accounts.

SKILLS

- Understanding the natural of the required job and applying in smoothly and regarding surrounding conditions.
- Very good performance at microsoft office and browsing the internet.
- strong verbl communications skills.

Trainings

- ICDL course

Objectives

I look forward to be a good addition to the organization and to help develop it as such as I can.