**Monica Mikhail Guiguis Masoud**

E-mail: coco.90.mm@gmail.com

13 Elmahad Elesjtarki, Heliopolis, Cairo, Egypt

Telephone: 02-22594-060 (Home) 0128-565-2046 (Mobile)

**OBJECTIVE**

Challenging for a full time,job opportunity where my skills, knowledge and education can be further utilized for communicating with people and also to have much more experience

**EDUCATION**

Bachelor of Law

* Ain-Shams University, Cairo, Egypt
* Graduation Date, June 2012

**COURSES**

Past Part one, two and three in translation English course at N.G.C from April 2014

**EXPERIENCE**

* Office manager at The Smokery EGYPT FOR TOURISTICRESTAURANTS from January 2019 till November 2022
* HR specialist in EEC from September 2015 till December 2017
* Office manager at Virginia House for export and import from December 2014 till May 2015
* Secretary in the Egyptian Group for Trading - Uniwell Cashier Machine from August 2013 till September 2014

**SKILLA AND INTERESTS**

Computer Skills

**.**Very Good internet research skills have experience with internet browsers

**.**Windows, Word, Excel and office

Language Skills

**.**Arabic: Native language

**.**English: Good written and spoken

**.**French: Good written and spoken

Fast learner

Sports: Swimming

**PERSONAL DATA:**

* Date of Birth: May 8, 1990
* Nationality: Egyptian
* Marital Status: Married
* Driving License: Valid

**Reference furnished upon request**