**Objectives:**

 Seeking a challenging job opportunity in the field of libraries categorizing and sorting, business marketing, telecommunication customer service, public relation or legal affairs.

**Personal Information**:

Date of Birth : 11/11/1987

Place of Birth : Egypt.

Nationality : Egyptian

Religion : Muslim

Gender : Female

Marital Status : married

Visa status : Husband Visa

**Education:**

* Graduated 2009 Faculty of art ,libraries and information division

 Ain-Shams University, Cairo. Egypt

**Working Experience**

* Ain Shams university library , sorting and categorizing supervisor ( Jan.’10 June ’10)

\* Secretary at EL-Agawani Group ( Jul.’10 Feb ’11)

* I have worked as a data entry clerk in khorfakkan municipality
* I've worked in insurance company in khorfakkan
* receptionist in first gulf bank in fujairah
* **Receptionist in tasheel Fujairah**

**Skills:**

\* Self motivated, confident and accept constructive criticism.

\* Ability to achieve assigned tasks under pressure.

\* Ability to work as team member or solo.

Languages:

Arabic : Mother tongue.

English : Good in speaking & writing.

**Computer:**

 \*Windows (XP-Vista-Windows 7).

 \*MS Office package (Excel and Word perfectly).

 \*Professional computer and internet user.

**First Name of Application CV No:** **1667046**

Whatsapp Mobile: +971504753686

