**DESIRED POSITION:**

* RECEPTIONIST
* OFFICE STAFF

**EDUCATION:**

Sania

[Sania.339843@2freemail.com](mailto:Sania.339843@2freemail.com)

## Al-Azhar University, Cairo, Egypt

*Bachelors of Islamic Theology*

## Ma'had Jomanah Bint Abi Taleb for Girls, Al Safa, Kuwait

*High School Diploma*

# PERSONAL DATA:

***Date of birth:*** *July 17, 1968*

***Marital status:*** *Married*

***Children:*** *Four / 2 boys and 2 girls*

***Nationality:*** *Filipino*

***Languages spoken:*** *Filipino (Tagalog), Arabic, and English*

# EXPERIENCES:

## The New Filipino School, Sharjah, UAE 2013 – 2016

*Teacher, Arabic and Islamic Subjects*

* *Teaching grade 1, 2, and 3 classes.*
* *Preparing and reviewing the annual-academic material.*

## Al-Hamad Clinic, Al-Zahra, Cairo, Egypt 2006 – 2009

*Receptionist and Assistant Dentistry nurse*

* + *Selection and pre-cataloging tasks.*
  + *Searching of materials.*
  + *Assisting user with reference requests.*

# Semenars Attended:

* *Teacher Qualifying Course for non-Arab speaker, Lessan El Arab Center for teaching Arabic to non-Arab speaker, Nasr City, Cairo, Egypt.*
* *Attendant of how do you make your personality by: Yahya Al Jifrie, Cairo, Egypt.*