** c.v**

**Asmaa**

[**Asmaa.365344@2freemail.com**](mailto:Asmaa.365344@2freemail.com)

**­­Objective**

To advance my career with an equal opportunity organization that will utilize my qualification and meet with my goals.

**Back ground of Education**

1. Bachelor of Education faculty –Department of English- Beni Suef University (2013) -Egypt

**Work Experience**

**UNDER WRITING /SECRETARY IN ENSURANCE BROKERS COMPANY : FROM Oct** 2016 TILL March 2017

1. Handling front desk activities.
2. Filling the documents in new folders.
3. Responsible for receiving & sending the e-mails.
4. Receiving the guests of the company
5. Organizing the daily and weekly meetings for the General Manager.
6. Typing, drafting, issuing official correspondences of the company
7. Inter different types of policies (motors – medicals – marines)
8. Making different quotations for clients .

**A SECRETARY IN WEDDING SERVICE COMPANY IN ABU DHABI**

**FROM AUG 2016 TILL Oct 2016**

1. Handling front desk activities.
2. Filling the documents in new folders.
3. Responsible for receiving & sending the e-mails.
4. Receiving the guests of the company
5. Organizing the daily and weekly meetings for the General Manager.
6. Typing, drafting, issuing official correspondences of the company

**A Secretary in a charitable association**

**FROM June 2014 till October 2015**

1. Handling front desk activities.
2. Filling the documents in new folders.
3. Responsible for receiving & sending the e-mails.
4. Receiving the guests of the association
5. Organizing the daily and weekly meetings for the General Manager.
6. Typing, drafting, issuing official correspondences of the association

**A teacher in a primary school**

**September 2013 till July 2014**

* Planning lessons
* Teaching a variety of subjects according to the curriculum
* Marking and assessment
* Using class resources effectively
* Monitoring the development of individual students

**Computer skills**

1. Excellent in Ms. Office Applications (Word, Excel, Outlook, Power Point).
2. Internet (surfing & Research).

**Soft skills**

\* Communication skills.

1. Excellent at drafting letters.
2. Time Management skills.
3. Handling objection.
4. Fast learning.
5. Presentation skills.
6. **Languages**
7. Arabic : Mother Tongue.

\* English : Excellent in every aspect

**Personal profile**

1. Date of birth : 25/2/1992
2. Nationality : Egyptian.
3. Material status : Married.
4. Visa status : Husband’s Visa