**

***CV***

***Mai***

**Date of Birth:** 25/08/1986  **Nationality: Egyptian**

**Email Address:** [**mai.383391@2freemail.com**](mailto:mai.adel2022@yahoo.com)

**Marital status:** Married.

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| My Objective: |

Secure a position with a leading organization that will lead to a long term career relationship.

**Academic:**

**2004- 2008:**

**Graduation University:** ***Al Azhar University***.

**College:** Faculty of Humanities studies- Spanish Dept.

**Degree:** Bachelor.

**Graduation Degree**: very good

**Graduation Year:** 2008.

**High School:**

***Al- Azhar Institute***

**Languages:**

**Mother Tongue:** Arabic.

**Foreign Language**: English. (Very good written & spoken).

Spanish (good written & spoken).

**Computer skills & courses:**

* International Computer Driving License. (ICDL)
* English courses in MODL

**Note:**Interest and ability to learn new software programs*.*

**At work:**

**From 3/6/2012**

**till 11/2016:**

* Worked in ***Style for Ceramic & porcelain Industry* as Executive Secretary**

**The field of Executive Secretary:**

* Provide administrative and clerical support to departments or individuals.
* Schedule meetings, prepare agenda for meetings & take notes. Arrange conference rooms. Alert managers about cancellations or new meetings. Coordinate office management activities.
* Handle information requests. Receive and relay telephone messages.
* Prepare correspondence and stuff mail into envelopes. Arrange for outgoing mail and packages to be picked up.
* Greet and receive visitor.
* Prepare confidential and sensitive documents.
* Determine matters of top priority and handle accordingly.
* Helps prepare office budget.
* Plan for important events and internal and external Exhibition.
* Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
* Relay directives, instructions and assignment to executives.
* Direct the general public to the appropriate staff member.
* Maintain hard copy and electronic filing system.
* Sign for UPS/Fed Ex/Airborne packages.

**From 1/6/2011**

**till 1/6/2012:**

* Worked in ***Zaitia Authorized Distributor Industrial Oil*** ***Co.*** as The Company Secretary

**From 5/8/2008**

**till 1/9/2010:**

* Worked in ***Smart Group for Internet & network Solutions*** in different departments as (an agent in collection dept. + a web design coordinator & finally in Customer account as a data entry for the requests of clients by the websites of Te Data & Link DSL.

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| What do I do in my spare time? |

* I like travelling with family & friends, watching TV. , making accessories, sewing, walking & cooking.

**References are available on request.**

**Thanks for your time**