

MANAR HUSSEIN TAYA HUSSEIN



CONTACT

@ moniahussein29@gmail.com

01095251352

Luxor city, Egypt

SKILLS

Computer Applications: Very good at using computer programs Internet.

Interpersonal skills: Great communication skills. Accelerated learning and skills development.

Good organizational and time management skills are an effective, collaborative and ambitious worker.

Self-motivated, capable of motivating others. Attention to quality and detail. Communication Skills Service-focused Self-study skiing

LANGUAGES

1-Arabic mother tongue, 2-English.

OBJECTIVE

I am a recent law graduate of the English Department of English looking for a full-time job in my field where I can give you my knowledge I am looking for difficult opportunities where I can fully use my skills for the success of the Organization. Enhance my professional skills, abilities and knowledge in an organization that recognizes the value of hard work and trusts me in responsibilities and challenges. As a recent graduate, I am looking for a role that will allow me to continue learning and mastering my skills as I deliver high-quality work.

EXPERIENCE

Halayeb Mining Company Aswan

2019 - 2020

Executive Assistant

Executive Assistant 2019-2020.

prepared an active schedule, prepared reports on expenditures, and prepared confidential correspondence

Make all domestic and international travel bookings

Manage and prioritize our partners' schedules to ensure they focus their time on critical and strategic issues, coordinate communications, track and follow up on requests, and identify critical requests that require immediate attention

EDUCATION

University of Aswan

2022

Bachelor of Law, English Department

Good with honors (75%)

REFERENCE

Ahmed abady - "Halayeb Mining "

Branch Manager

0102 033 0427

ADDITIONAL INFORMATION

.Date of birth: 1/6/2000.

. material status: single.