

Mai Khaled

CONTACT

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Faisal- Giza- Egypt

PROFILE SUMMARY

I'm a recent graduate from the Faculty of Alsun with a strong passion for languages and cultures. Proficient in multiple languages, including (English- Turkish-Germany), I'm eager to apply my multilingual skills and active involvement in various associations to contribute effectively to a dynamic professional environment. My dedication to learning and diverse experiences have prepared me for the challenges and opportunities that lie ahead in my career

EDUCATION

AIN SHAMS UNIVERSITY
FACULTY OF AL-ALSUN 2019-2023
TURKISH-DEUTSCH DEPARTMENT
VERY GOOD

SKILLS

Excellent verbal and written communication skills. Quick learner, able to thrive in fast-paced environments. Collaborative and able to work effectively in diverse teams. Meticulous in ensuring accuracy and precision in tasks, data, and documentation.

WORK EXPERIENCE

Darak Book Publishing House

Secretary Specialist

Feb 2023-Aug 2023

Hamis Travel

Sales Internship

1 week Apr 2024

DCE

Real Estate Agent

May 2024-Jul 2024

MSA

Real Estate Agent

Jul 2024-Sept 2024

Sprints

Operations Intern (MEL Team)

Sept 2024-Oct 2024

Killazkroz Agency

Content creator

Feb 2025-May 2025

Nawara Store(Online Page)

Content Creator& Social Media Moderator

May 2025-July 2025

Al-Shams Labs

HR Recruiter

July 2025-Present

LANGUAGES

- English: Very Good
- Turkish: Very Good
- German: Good
- Spanish: Basics

Courses and Memberships

- Sales Course at PAFS Academy.
- Turkish Course At Yunus Emre Institute.
- Volunteering at Resala Charity organization development.
- Member in PR in Premium Club.
- Member in Asmaal (Student activity).
- Entrepreneurship course.
- Femmelancer Program (Content Creation) with Entreprenelle in corporate with MINT HUB by EG Bank.
- Content Creation online course