

Mai Khaled

CONTACT

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📍 Faisal- Giza- Egypt

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.

LANGUAGES

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

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

WORK EXPERIENCE

Darak Book Publishing House	Feb 2023-Aug 2023
Secretary Specialist	
Hamis Travel	1 week Apr 2024
Sales Internship	
DCE	May 2024-Jul 2024
Real Estate Agent	
MSA	Jul 2024-Sept 2024
Real Estate Agent	
Sprints	Sept 2024-Oct 2024
Operations Intern (MEL Team)	
Killazkroz Agency	Feb 2025-May 2025
Content creator	
Nawara Store(Online Page)	May 2025-July 2025
Content Creator& Social Media Moderator	
Al-Shams Labs	July 2025-Present
HR Recruiter	

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