



LISA SAMIR FAYEZ

OBJECTIVE

To obtain a responsible job in a well-established and progressive organization that offers me a stable, positive atmosphere and opportunities for career growth, where I can gain more experience, and to use my skills in the best possible way.

EDUCATION

- High School Diploma, Religieuse Franciscan Ibrahmia, Alexandria, Egypt, 2005
- Faculty of Commerce – Alexandria University (Accounting Major)

WORK EXPERIENCE

- **March 2016 - Present** _ *American Embassy in Cairo, Visa Assistant.*
Title/Duties Review papers applicants for Visa Immigrant or Nonimmigrant, reviewing images and matching conditions and log their attendance, and then follow-up interviews and the needs of the consuls of securities or other.
- **March 2015 - March 2016** _ *VIS(Vodafone International Services), Vas-specialist USA visa help desk representing the American Embassy in the Middle East.*
Title/Duties Assisting clients in Arabic, English and French languages, in booking appointments, activating payment receipts, methods of applying for Visa, to provide an expedited date (emergency request), and file complaints, in the Middle East countries.
- **October 2013 - March 2014** _ *CSA(Community Services Association),*
Title/Duties Greeted forum members, and hold them accountable, and regulation the private accounts of the Community followers, and extraction the staff salaries and their incentives at the end of the month.
- **November 2012 - October 2013** _ *Mani Tours,*
Title/Duties The account of domestic and foreign trips for the company, and the account of employees' salaries.
- **September 2009 - November 2012** _ *IFA Securities Brokerage,*
Title/Duties Follow-up to the daily bourse session, and follow the market movement of high and low, and complete the process of the sale and purchase of stocks and bonds for applicants.

SKILLS

Computer:

- MS-Outlook.
- MS-Word.
- MS-Excel.
- MS-Power Point.
- Very Good Internet knowledge.

Languages:

- Fluent in Arabic (native tongue),
- Fluent in French (First language),
- V.Good in English (Second language).

Interpersonal:

- Presentation skills.
- Flexibility and ability to work within teams.
- Ability to learn quickly.
- Self-motivated and well organized.
- Ability to work under pressure.
- Good level of interpersonal and negotiation skills.
- Professional customers' handling and dealing with customers' needs in a professional way.
- Ability to persuade and influence others.
- Ability to develop and deliver presentations.
- Ability to create, compose, and edit written materials.
- Strong interpersonal and communication skills.
- Knowledge of advertising and sales promotion techniques.

HOBBIES

Sports: Bowling, Walking and Swimming.

Intellectual: Listening to music, Drawing, Shopping, and Traveling.

PERSONAL DATA

Date of Birth: October 26th, 1987

Nationality: Egyptian

Marital Status: Single

Transcript and References Furnished Upon Request