

Aya Saeed Abulwafa

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PERSONAL DATA

Birth Date : 1/6/1997
Marital Stats : Single
Gander : Female
Nationality : Egyptian

EDUCATION

- Faculty Of Art
- Section Geographic information System. Gis Helwan university
- Degree: Good Graduation year : 2019
- graduated in 2021 with a master's degree from Helwan University (management major) graduate Excellence.

OBJECTIVE

I'm looking forward to work and I want to work in this organization to enhance my abilities and I can work with team .This chance means to me possibilities for professional growth and a chance to work with experts in my field and I am looking for financial motivation .

Courses

1. Human Resource Development
2. Human Resource Management
3. PFA(Electronic Accounting)
4. Excel accountant/Peachtree
5. Psychological Rehabilitation Diploma
6. Coaches Diploma ToT
7. TOEFL Helwan 2021 degree 500 .
8. Administrative investigations Almentor Online.

Experience

- Worked at El Wafaa Trading Company
- Worked at Roilaess Financial Consultant Company

Technical Skills:

- Microsoft Office
- Presentation Skills
- Interactive and fast enough to learn new technologies
- Self-Motivated and can work under pressure.
- Ability to work in a group or individually according to the job.
- Ready for travelling and heavy working full days
- Hard worker, Creative.
- Flexible / Adaptive.
- Social / Excellent communication skills
- Student activities in the smile family

General skills

- Good Educational Skills.
- Tough, intelligent, highly qualified and hard working person.
- High creative and strong communication and presentation skills.
- Have a good spirit and cooperative with colleagues and supervisors.
- Able to work under pressure in various locations in Egypt and irregular working hour and days.

COMPUTER SKILLS:

- Good knowledge and erudition in using Windows 8 and 10.
- Good Experience in using some computer applications such as: Microsoft Word, Excel and PowerPoint.
- General knowledge in using the Internet and the Internet applications.

Language skills:

Arabic is my Native Language,

Language	Understanding	Speaking	Writing
English	Very Good	Very Good	Very Good