



# Soha Soliman

## Secretarial and business administration

*I am an enthusiastic friendly person who is keen to work hard and to the best of my ability. I am reliable and dependable, having never been off sick and am always punctual. I am eager to further transferable skills and hope to become one of your team.*



01006600741



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Hurghada Red Sea

## LANGUES

ARABE



ENGLISH



## SKILLS

WORD

EXCEL

POWERPOINT

## HOBBIES

CINÉMA

MUSIC

GAMES

BOOKS

## WORK EXPERIENCE

2-2015  
11-2016

### Teaching

*Worked at Nile Language School as Arabic teacher*

2-2016  
2-2018

### Nursing

*Worked at Rwa center to correct vision as Physician Assistant*

10-2018  
2-2022

### Secretarial

*Worked at Mayara General Medical Complex in Al Baha As Secretary of the General Manager's Office (Saudi Arabia)*

02-2022  
2-2023

### Hostess

*Worked at El Mahrousa Restaurant & Cafe in Boulevard Riyadh City as A Hostess (Saudi Arabia)*

03-2023  
Till Now

### I Have got my own business

*Owner of a bookshop selling scientific research books*

## Training Courses

2018  
2016

- Microsoft office
- Private technical nursing institute

## EDUCATION

2010  
2014

### UNIVERSITY OF LOREX / MASTERS DEGREE

- Minya University