

SILVIA MAGDY GHALY ZAKY

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WORK EXPERIENCE

- **Executive Administrative Assistant/Office Manager, Eastern Sands Real Estate LLC Abu Dhabi, UAE, Abudhabi, United Arab Emirates**(Sep 2020 to Present)
- **Sales and Operation Manager, Health Quest Catering Services LLC Abu Dhabi, UAE, Abudhabi, United Arab Emirates**(Jan 2020 to Jul 2020)
- **Office Manager/ Human Resources / Social Media / PRO/Personal Assistant, Karaz Chocolate. Abu Dhabi, UAE, Abudhabi, United Arab Emirates**(Mar 2016 to Jan 2020)
- **Logistics & Sales Coordinator, Egyptian International Trading & Agencies Co. (EIT) Cairo, Egypt, , Egypt**(Aug 2006 to May 2015)

EDUCATIONAL BACKGROUND

- **Helwan University, , Bachelor's Degree, 2005, Information System**

SKILLS

- **internet**
- **oracle**
- **ms office**

PERSONAL BACKGROUND

- **Birthday: - 1984-10-09**