

Heba mohamed naguib

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haram**

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Personal date:

- Birth date : 13/ 4/ 1991
- National : Egyptian
- Marital state : married
- Religion : Muslim

Education:

- Faculty of arts – Cairo university - Social department
 - Graduation year grade : 2012
 - General grade : accepted
 - General diploma in education division teacher preparation .
 - Graduation year grade : 2015
 - General grade : very good

Languages:

- Arabic (mother tongue)
- English (good) " written & spoken & reading "

Computer skills:

- Microsoft office package (very good)
- Sap (good)

Training :

- English courses
- I c d l course
- Trained as a praius bank

Personal characteristic:

- Strong negotiation and communication skills .
- Ability to work through team work .
- Hard worker , willing to learn and capable to work under high pressure .

Experience:

- hyper one trade company since 2015 until now

- **Administrative engineering administration**

Carrying out all internal administrative work with the company's departments, creating monthly employee schedules , organizing shifts and supervising warehouse work in the administrations ,

as well as financial work , making extracts, fetching quotations and making comparisons and monthly maintenance transactions for companies and external dealings with companies .