

Curriculum Vitae

PERSONAL INFORMETION:

NAME: Heba Hassan Ahmed Ali .

MARITAL STATUS : Single .

NATIONALITY: Egyptian .

MOBILE NUMBER: 01111261995 / 01003172850

E.MAIL ADRESS: pupa_alantably@yahoo.com

Date of birth: 18/10/1989 .



EDUCATION:

DEGREE : Bachelor of Commerce Accounting Division .

UNIVERSITY: Cairo University .

FACULTY: Faculty of commerce class of 2011 .

DEGREE: Good.

Computer skills:

- V.Good for searching the internet .
- V.Good using Microsoft office (word, excell, power point, out look) .
- V.Good working with data entry .
- V.Good in digital marketing and managing accounts in social media .

Languages:

Arabic: Fluent .

English: V.Good .

Personal Skills:

- V.good using fax machine .
- Communication skills & Report writing is very well .
- Adaptable, quick learner & good researcher for Gaining different experiences .
- Able to apply my academic background in solving real life problems .
- Fast treating new problem as possible .
- Able to work under presser .
- Able to work as a member or team work .
- Manage time perfectly well .

Objective:

- Seeking for a position in reputable organization with good working conditions & competitive career opportunities whereby my educational, interpersonal and technical skills can be applied and developed.

Courses:

- HR Diploma 2022 .
- ICDL course 2011 .
- English course 2011 .
- Photoshop course 4 levels 2010 .
- Principles of Human Development .

MY EXPERIENCE:

- I work at Touch Beauty for security & guard as an executive secretary & Chairman assistant from Nov 2018 till now .
- I worked at Crown card and Premium card international as an admin for 4 years from 2012 to 2016 .
- I worked at Asma group for electronics Sales and secretarial in 2011 .