|  |  |
| --- | --- |
|  | Curriculum Vitae  Personal data |
| **Name** | Lobna Ibrahim Gabr El – Henawy |
| **Date of birth** | 4 – 8 – 1986 |
| **Place of birth** | Seberbay – Tanta – El - Gharbeyya – Egypt |
| **Religion** | Moslem |
| **Nationality** | Egyptian |
| **Marital status** | Married |
| **Tel.** | 01004290916 |
| **Education** | Cairo University – Faculty of Archaeology |
| **Major** | Restauration department |
| **Graduation year** | 2006 – 2007 |
| **Languages spoken** | Arabic ( mother tonge )  English (good speaking and writing )  French ( fair ) |
| **e-mail address** | [Lolobna\_2@outlook.com](mailto:Lolobna_2@outlook.com) |
|  | **Work history** |
| **2009 : 2010** | worked as a painting Teacher for a nursery. |
| **2008 : 2009** | Executive Secretary in EL Shorok Hospital (top management ) responsible for :   * Typing respondance both in Arabic and english * Sending and receiving faxes * Sending and receiving E-mails * Handling filling system * Arranging meetings * (MOM) Minutes of meetings * Following up outgoing issues |
| **2007 – 2008** | Working as a painter for al – Mokawelon Al Arab Company \_ restauration works in el sayed el badawy mosque |

|  |  |
| --- | --- |
| **13 june \_ 13 july 2006** | Training in El Mokawelon Al Arab Company to make restauration works . |
| **Courses attended** | * Photoshop course in Graphic Town center Tanta . * Attending an Interior Designing Diploma in El Beit courses center with engineer Mohamed fayed . * Educational diploma from Al Azhar University 2015. * English conversation course level 2 from Tanta Faculty of Commerce with the American Universty in Cairo . Grade : (Excellent). * ICDL Course from Information Center (INFC) * English General Course from Information Center in Tanta * (Autocad 2D) course in Engineers Syndicate in Tanta – Grade (Exellent) * (3D Max) course in Engineers Syndicate in Tanta * Customer Service Course (INFC Center) * Time Management course (Orascom Company ) |
| **Computer skills** | Windows and its applications - Microsoft Word - Internet. |
| **Personal Skills** | Drawing & Painting.  Reading. |

I am looking forward to join your team