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|  | Curriculum VitaePersonal 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 |
|  |  **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
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| **2007 – 2008** | Working as a painter for al – Mokawelon Al Arab Company \_ restauration works in el sayed el badawy mosque  |

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| **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