**Heba Allah Magdy Abd El moneam**

41 El Helaly st. Tanta, El-Gharbia, Egypt

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**Objective**

* Seeking for a challenging entry-level position in a reputable company where my academic background and interpersonal (marketing and entrepreneur ship) skills could be utilized to perform an outstanding job to enable me to satisfy my ambition.

**Educational Qualifications**

* Egypt, Tanta University, Faculty of Engineering, Electronic & comm.Department
* Bachelor of Electronic & comm., July 2011
* Graduation Project Grade: Excellent Interests

**Technical Courses**

* CCNA
* GSM
* icdl

**Training Courses and my experiences**

* Training at the faculty (knowledge of our departments in my faculty).
* Training at telecom Egypt 2009 (optical fiber and also customer services).
* Training GSM at Smart village 2010
* MIU (IEEE Competition ) Mobile can operate by voice tag 2011
* Working at Xceed Company outsourcing of Tedataas a technical support call center 2016
* Working at axon company as a customer service representative 2016
* Working at alpha data company ( reseller of tedata )as a sales indoor and technical support 2016
* Working at hyper nour as data entry.
* Working at hyper market benzaion as data entry and accountant (current work)

**Volunteer Experience**

* Volunteer at key program Tanta 2011
* Organize and manage requirements of all soft skills courses.
* Attend and review any attendance sheet.
* Make all paper req. in word and excel sheet.
* Team leader of public relation team.
* Prepare meeting and Test plans in my team.

**Language Skills**

* Arabic: mother tongue
* English: very good
* France : fair written and spoken

**Personal Skills**

* Ability to work in a team
* Time Management & presentation and communication skills
* Able to work under pressure outside normal working hours when required
* Reliable and hard worker
* Open minded to new ideas and new technologies
* Patient and ambitious

**Interests**

* Voluntary work
* Computer & Internet
* Drawing
* Working in team
* Travelling

**Personal Information**

* Date of birth : 04/12/1989
* Nationality : Egyptian
* Gender : Female

**All references are available upon request**