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**Curriculum Vitae**

**Personal information**

* **Name :** Heba Allah Fouad Abd El Wahab
* **Nationality :** Egyptian.
* **Date** **of** **birth** **:** 21/3/1987
* **Place of birth :** KZ, Gharbya, Egypt.
* **Martial status :** single.
* **Address :** 10 Elgish St
* **Home :** (+2) 0402543653
* **Mobile :** (+2) 01220696300
* **Email :**Hebaallah\_fouad@yahoo.com

**Academic information**

* **University :** Alexandria University.
* **Faculty :** Faculty of Art. ( king Marriott Academy ).
* **Department :** (Media and communication)**.**
* **Graduation Year :** 2008.
* **Graduation Grade :** V. Good**.**
* **Educational Diploma : 2017**

**Experience**

* Working as **Supervisor** ***at IBI (International British Institute ) .2 years***
* Work public relations and Marketing at **Dar El-shifa hospital*. 1 years***
* Working as Customer Service **at Skills Castle *.*** (Center courses) 6 month
* Working as Customer Service **at ITC Tanta .** (Center courses) 1 years 6 month

 **Working as Executive Director at Egyptian training Academy (Educationa**

 **Academy) 3 years.**

**Language**

* **Arabic :** Mother tongue.
* **English :** Good**.**
* **France :** Fair.

**Certification Courses**

* COMPUTER DRIVING LICENSE "*ICT* "

**Personal Skills**

* Ability to work under Pressure.
* Ability to work in team.
* Ability to work in hard conditions all day.
* Ability to work in any place.
* Ability to learn.

**Computer skills**

* COMPUTER DRIVING LICENSE "*ICT* "
* Excellent in internet usage and browsing.
* Excellent use of most microsoft office application (Windows 98, ME, XP, Word, Excel, Access, P.P ).

 Thank You and I look forward to being part of your team !