[**Eriny.149862@2freemail.com**](mailto:Eriny.149862@2freemail.com)

**Curriculum vitae**

***Eriny***

**Objective:**

My target is Building a strong and a highly qualified career as an adminstration,. To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

**Education:**

**High school:** El Manar English School

**College Certificate:** Holds a bachelor from faculty of Arts Alexandria University

2009.

* Department Greek &Roman Archaeology, classical Studies section .

**Languages:**

**Arabic:** Mother Tongue

**English:** Good command written & spoken

**Greek:** Good Spoken & Written

**French:** Fair

**(Ancient Greek & Latin)** good

**Computer Skills:**

I have good working knowledge in dealing with windows, internet and most usable software and easily learn new applications

* Windows & other operating systems "good user"
* Internet browsing
* Microsoft office Word-Excel-P.Point-Access)
* ICDL International Computer Driving License.

**Social skills:**

* Ability to work under pressure
* Enrich team work spirit
* A hard worker

**Other Skills:**

* Presentation skills
* Negotiation skills
* Public relation skills

**Courses:**

* Greek Language course at Hellenic foundation for culture level "A - B -G

"2005/2008

* Attending sabre travel courses at Nasco tours company .

**Scholarships:**

* **Modern Greek course** at university of Athens (Thyespa 2007) summer 2007 from 15/6/2007 till 20/7/2008
* **MCIT Scholarship**(21-11-2010 to 1-10-2011)
* **Soft Skills Course:**

**The Dale Carnegie Course in Effective Communications and Human Relations (Communication Skills)**

* 1. High Performance Teams (Team Work)
  2. Effective Communications and Human Relations
  3. Problem Solving & Decision Making
  4. World Class Customer Service (Customer Service)
  5. Making Sales: How to Jump Start Your Selling Career (Basic Sales)
  6. The Planning Process (Basic Project Management Skills)
* **Berlitz Soft Skills:**
  1. Business Correspondence and Report Writing (Technical and Business Writing**)**
  2. Marketing and Advertising (Basic Marketing)
  3. Business presentation
* **English Language Course:**

English Course in Berlitz (4 Levels).

* **Scholarship Course:**

Provided by Raya Academy in Co-Operated with (Microsoft®) Egypt

**Training:**

* Data entry at management service office from 1/8/2007 till 15/10/2007 employment Agency .
* Telesales at (IDS) company of Sales of photographic paper and inks from 1/7/2008 1/8/2008 .
* Secretary at (ymca) for the sports section from (1/8/2008-1/10/2008)
* Attending Ticketing training at snob travel starting from 12/2009 till 5/2010.

**Work Experience**

**-** working as an English teacher Advisor at Cami Australian Education program with CRM from 02/01/2017 till now UAE

- working as an invigilator at the British council from 5/2013-7/2016(6sessions)

* Working at Marine Foods Group For Importing As an administration starting from 1/1/2012 -1/11/2012
* working as English teacher for junior 1,2 starting from 10/2011 till 25/12/2011
* Working at care mix company for pharmaceutical products and cosmetics as medical representive from 9/2009 to 6/2010
* Working as a secretary at Alex fasteners Co. (for import and Trading all kind of fasteners) **.**

**Project**

**Scholarship project:**

* **Description:**  web site postgraduate studies of Faculty of Science Alexandria uni.
* **Tools:** Microsoft SQL Server 2005, ASP.Net 2008 and ADO.Net.

**Certification**

(70-536/70-562/70564)

* Microsoft Certified Technology Specialist (.NET Framework 3.5 Asp.Net

Application).

* Microsoft Certified Professional Developer (ASP.NET Developer 3.5).
* Microsoft Certified Technology Specialist (MCTS) Web Applications.
* Microsoft Certified Professional Developer (MCPD) Web Applications.
* ICDL International Computer Driving License.

**"Documents and Certificates are furnished upon request …**

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