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| Heba  E-mail: [heba.340449@2freemail.com](mailto:heba.340449@2freemail.com) |  |

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| *Objective* | |
|  | Looking forward to join a reputable school whereby I can have a role in the development & progress, and have an opportunity to develop my skills, and knowledge. |

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| *Education* | |
| **2006** | Faculty of Commerce, Accounting Dept. - Cairo University.   * Grade: Fair * Last year Grade: Good. |

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| *Skills* |  |
| **Computer Skills** | * Excellent Knowledge of Microsoft Office applications. [Word, Excel, Power Point, Access & Outlook]. * Excellent Knowledge of E-mail, Internet and Typing. * Excellent Knowledge of MS Excel for Accounting, and E-Commerce.   ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ |
| **Language Skills** | * Native language Arabic. * Excellent command of both written and spoken English.   ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ |
| **Personal Skills** | * High communication and negotiation skills, with well-organized personality. * Creative trouble shooter with ability to solve problems, and deal with unordinary events. * Ability to work under pressure, and meet hard deadlines. * Capable for team work. |
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| *Training Courses* | |
| **Jun-15** | **Diploma in the Montessori Method of Education (2.5-6 Years) By Modern Montessori international (MMI) London, United Kingdom**  **Teaching Parenting the Positive Discipline Course** By **Positive Discipline Association Texas USA**  **Certified Positive Discipline Parenting Educator 2016**  *Training Contents:*   * + Teaching Parenting the positive discipline way   **Developing respectful relationships**  **Certified Positive Discipline Parenting Classroom Educator 2016**  *Training Contents:*   * + Positive discipline in the classroom training workshop   **Child and Adolescent Psychologist Course by MIFTC and ABTC**  Grade Excellent  **Child and Adolescent Psychologist Course by Ministry of Education and Ministry of Foreign Affairs**  Grade Excellent  ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ |
| **May-07**  **till**  **Jun-07** | **Graduate Resource Program (GRP)**  *Training Contents:*   * **Dale Carnegi Seminar (DCS);** Communication Skills course, Enhanced me how to deal with other, and self-confidence. * **Dale Carnegi Training (DST)** Customer Service Course include;   + World Class customer service.   + Proposal writing.   + Negotiation.   + Complaints handling.   ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ |
| **Jan-07**  **till**  **may-07** | **Basic Business Skills Acquisition (BBSA)**  Sponsored by the **Future Generation Foundation (FGF)**  *Training Contents*   * Developed Language and Computer Skills * Enhanced Presentation & Project Development Skills * Acquired BBS including: Marketing, Sales, Banking, Accounting, Business Correspondence & Reporting.   ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ |
| **Aug-05** | **E-Accounting** By **KiT Education Center**  **English Courses AUC (American University of Cairo) Garade A-**  **English Course Berlitz**  **ICDL Course “Serial Number EGY2006644** |
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| *Work Experience* | |
| **DEC-15**  **tILL**  **DEC-16**  **JUL-11**  **tILL**  **nov-15** | * **Montessori Teacher** at **Trillium Montessori School** * Promote the Montessori’s vision and objectives by creating appropriate curriculum * • Develop interdisciplinary instructional units in order to meet the individual needs of students * • Maintain ongoing dialogue with other teachers and coordinators to handle curriculum integration and implementation * • Work with individual students to gauge abilities and work towards catering to these abilities * • Use various assessment tools to evaluate each student’s capabilities within the classroom * • Prepare an environment conducive to learning and social and academic development * • Maintain classroom environment by ensuring that appropriate behavior rules are followed and lesson plan is followed * • Ensure availability of materials and resources needed to further educational plans * • Demonstrate rapport with students by ensuring kindness and respect for each individual student * • Handle conflict management by employing tactics to ward of problems * • Report discipline concerns that may be beyond classroom tactics to the school head * • Ensure safety and emotional security of students and ensure that the physical environment of the classroom is in accordance to health and security directives of the school * • Establish a positive relationship with parents by ensuring regular and positive communication * **Branch Manager** at **KiT** [Kseibi Information Technology]   **Responsibilities:**   * Direct all operational aspects including distribution operations, customer service, human resources, administration and sales * Assess local market conditions and identify current and prospective sales opportunities * Develop forecasts, financial objectives and business plans * Meet goals and metrics * Manage budget and allocate funds appropriately * Bring out the best of branch’s personnel by providing training, coaching, development and motivation * Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities * Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs * Address customer and employee satisfaction issues promptly * Adhere to high ethical standards, and comply with all regulations/applicable laws * Network to improve the presence and reputation of the branch and company * Stay abreast of competing markets and provide reports on market movement and penetration |
| *Interests and Hobbies* | |
|  | * **Reading :** Novels, and History. * **Sports :** Jogging, * **Poetry Reading :** Ranked At the level of the Republic |
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| *Personal Information* | |
|  | * **Gender :** Female. * **Date of Birth :** 01-Jun-1984. * **Marital Status :** Married. * **Nationality :** Egyptian. |

**\*\* References will be furnished upon request.**