**Hend**

**Hend.356399@2freemail.com**

**Personal date**

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| **Date of Birth**  | **:** | **17/2/1987** |
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**Personal statement**

* **Seeking to find a work opportunity that matches my qualifications at a reputable educational institution where I can use my strong influencing skills**

**Education**

* **Bachelor of Arts - Tanta University**
* **Documents and Libraries Department**
* **Graduation year: May 2007**
* **Grade: Good**
* **Holds a Pre-Masters in Documents and Libraries**
* **Work still in process in Master degree under supervision of prof. Mohammed Fathy Abdullhadi.**

**Courses:**

* **English course, American University (Excellent- Grade A)**
* **ICDL course (Gold Certified – Excellent)**
* **MA chine-Readable Cataloging (MARC21) course from Alexandria Library**

**Previous Experiences:**

* **Librarian in Al-Geel Al Moslem secondary language school for four years from 2009 to 2013.**
* **Working as a part-time intern at the Central Libraryat tanta university from 15,March,2016 till now.**

**Skills & features**

* ***Language***
* Arabic: mother tongue.
* English: speaking, reading and writing fluently.
* **Computer usage:**
* Old handed user of windows operating systems with its different version.
* Good user of MS office.

**Additional skills**

* Learning new skills as required.
* Enthusiasm to make things happen and achieve goals.
* Soft skills: Body language, communication skills and presentation skills.
* Business Language
* Time management and meeting deadlines in time .
* Self motivated and eager to learn more .
* Very hard worker under pressure
* Able to work individually and as a co-operative team member.
* Able to penetrate new careers and fields.
* Available Driving license.

**Goals & Vision**

* Welling to find a job which meets my interests where I can be distinguished.
* Trying to have a job in which I can promote & make achievements
* Dreaming with penetrating and learning new fields and building success to be fluent in my field
* Having a good job with a satisfying salary to have a stable life