

Curriculum Vitae

Heba Allah Yehia Rezk Soliman

Address : 1135 Zahraa Nasr City, Cairo,



Personal Details:

- **Date of birth: 24.10.1987**
- **Nationality: Egyptian**
- **Marital status: Married**

Objective:

- **Seeking new challenges in Human Resources Department**

Education:

- **School: Zahraa Nasr city Experimental language School (2005)**
- **College: Ain Shams University - Faculty of Arts**
- **Department of: General Geography**
- **Graduate: July 2009**



Work Experience:

- **Orascom for Construction**

From 5th September 2017 – till now

An Executive secretary in Quality Control department in Cairo metro project –
line 3 – phase 4B – G3

***Job Duties**

- Make daily reports on the expected work at the site
- Submit an inspection request and deliver it to the consultant in order to deliver the work that done in the site
- Record the data of work that has been approved and delivered
- Organized file system.

➤ Ref: Eng. Gource Makram (Quality Control Team Leader) Mob:
01228832366

- **Energya Cables - ElSewedy**

From 14th march 2010- till Jun 2014

An Executive secretary in a Sales department and Project department.

***Job Duties**

- Follow-up of tenders of (Supply and installation of electrical cables) submitted in the official newspapers to participate
- follow-up the deliveries according to delivery date
- Make price offers and send it by fax to the clients
- Recorded information, prepared reports, organized file system.
- Managing the time frame of the daily work flow.
- Assists Executives in appointment setting, faxing, Scheduling

➤ **Ref:**

Eng. Mostafa El Shaar (Project Consultant) Mob: 0122

3735 906 Eng. Ali Shiba (Project Manager) Mob: 0100

5283 594

Mr. Hossam (Elsherbiny Sales Manager) Mob: 0106 5511 778

Skills:

❖ Computer skills:

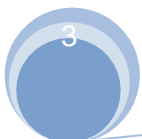
- Office 2016
- very good knowledge in internet
- A lot of Software & Hardware

❖ Language skills:

- Mother tongue : Arabic
- English language : Good

Courses

- Human Resources Management Diploma at Egycham (Certified BY Ain Shams university and HRCI)
- English course at AUC
- English course at Berlitz
- Communication skills at Zedny
- Creative thinking at Zedny



Hobbies:

- Reading.
- Browsing the Internet.
- Social activities include :
I am a member in the “Resala Masr el Gedida for Charity”

Personal Skills :

- Looking for enhancing my information and get experience in my field.
- Organized
- Self-motivated
- Team member
- Fast learning
- Hard working

References :

- Available Upon request

