

**PERSONAL INFORMATION**

- **Name** Heba A. El bakry
- **Date of birth** 16-1-1994
- **Identity No.** 8 0467609 6
- **Gender** Female
- **Marital Status** Married
- **Nationality** PALESTINIAN
- **Address** SOUTHERN REMAL,GAZA, PALESTINE
- **Mobile** 00972-59-5832978 / 00972-59-8323234
- **E-mail** heba.albakry94@gmail.com
- **Driving License** 0182784

WORK AND TRAINING

Dates	Work from 2/2/2020 to 2/8/2020
Name And Address Of Employer	Ministry of Labor
Type Of Business Or Sector	Administrative section
Responsibilities	Administrative and office tasks
Dates	Work from 2016 to 2018
Name And Address Of Employer	Paltel Group
Type Of Business Or Sector	Telesales , Quality sector
Responsibilities	Evaluate staff calls
Dates	Trained 2015
Name And Address Of Employer	Jawwal Co.
Type Of Business Or Sector	Marketing Section
Responsibilities	E-Marketing

Dates	2016
• Name And Type Of Organization Providing Education And Training	The Islamic university - Gaza
• Training Course Entitled	Course writing proposals and coordinating projects.
• Training Hours	30 hours
• Level In National Classification	Excellent

Dates	Trained 2015
Name And Address Of Employer	Interpal Medical Supply company
Type Of Business Or Sector	Marketing and administrative Section
Responsibilities Held	Marketing of the company's products.

EDUCATION

Dates (from – to)	2010 – 2015
• Name And Type Of Organization Providing Education And Training	University Of Palestine
• Title Of Qualification Awarded	Finance and Business Administration –English
• Level In National Classification	V.Good
• average	88.32%
Dates (from – to)	2010 – 2011
• Name And Type Of Organization Providing Education And Training	Basheer El Rayes secondary school
• Title Of Qualification Awarded	High School Certificate
• Level In National Classification	Good

PERSONAL SKILLS AND COMPETENCES

- Computer Related Skills (Word, Excel , Power point)
- Prepare and write technical and administrative reports.
- Work under pressure
- Make decision
- Connect and interact with others.
- Public Relations Skills.

MOTHER TONGUE

- Arabic

Other Languages

- English

Reading Skills	V.GOOD
Writing Skills	V.GOOD
Verbal Skills	V.GOOD