

# Curriculum Vita



## Personal Information:

Name: Amany Ibrahim Helmy Mohamed Ibrahim

Date of Birth: 15 / 1 / 1990

Address: 41 Abd El moniem Sand street – Camp Chezar

Place of Birth: Alexandria

Nationality: Egyptian

Phone Number: 03 / 5932736

Mobile Number: 01273299117 – 01003772862

Material Status: Married

## Academic Curriculum:

University : Bachelor of Commerce (English Section)  
Alexandria University (2008 – 2011)

Grade : Good – Class 2011.

## Previous Experience:

Accountant in tiba center from 1 / 11 / 2011 till 30 / 11 / 2012

Marketing & training coordinator in International Center for Etudes

From 1 / 12 / 2012 till 30 / 10 / 2014 .

## Responsibilities:

Handling the inquiries of customers

Follow up with the potential customers

Enhancing the database of the company

Assessment of the course evaluation

Coordination with instructors

## **Computer & Language Skills:**

Computer : ICDL

Languages : Arabic : Mother tongue language

English : V. good Writing & Reading

## **Courses:**

ICDL

English from (Egyptian American Center from 2006: 2009)

Internet Application

New Tax legislation for 2013 (I C E)

Performance Development for Administrative and Financial Managers (I C E )

## **Training:**

Alex Bank (Summer 2009)