

Mahetab Gamal abd-el salam Elgendy

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Personal Data

Date Of birth : 3 /9/1990

Nationality : Egyptian.

Marital Status : Single.

Military Status: (Female).

National ID NO.: 29009031100123

Education

Bachelor of Mass Communication Faculty.

Pre-master of mass Communication Faculty.

Skills & Interests & Courses

- Good Knowledge In Using Windows 98, and XP, and Windows 7
- Advanced Experience using some computer applications such
As : Microsoft Word, Excel ,PowerPoint 2003&2007
- General Knowledge in using the Internet and the Internet applications.
- Arabic Native Language.
- English : Good comprehension in spoken and written English

- **Course ICDL.**
- **Certificate of Achievement for attending the conference and the workshop of media professionalism and expertise continues.**
- **Certificate Course raise students' awareness of community participation From Friedrich –Ebert- Foundation.**
- **Certificate Course Art Of the Interview & CV preparation**
- **Certificate course of the Mini MBA in Marketing from Web Science Academy.**
- **Certificate course of the Academic Test of English as a foreign language (TOEFL) from Cairo University.**

- **Certificate course of the training in the Writing Lab from DW Academic.**
- **Certificate of passing a workshop on improving the professionalism towards media From Freiedrich – Ebert – Foundation.**

Professional Experience

- **From 2009 to 2010: Training to prepare and edit in ON TV Channel.**
- **Secretary& call center in one touch group.**
- **Public relation in Victoria Company.**
- **Public relation & Executive Secretary in Paradise Company.**
- **Pubic relation specialist in Ain shams university.**
- **Demonstrator in the faculty of mass communication in the radio& TV department.**

Communication Skills

- **Excellent skills in dealing with other.**
- **I know how to coordinate job with team.**
- **I have an analytical mind.**
- **I have good conduct and qualities and leader ship.**