

Esraa Abdeltwab

Salem

CONTACT

Phone: 01152966455
Email: tobamohamed35@gmail.com

Address: Egypt ; Giza , 6 october

ABUOT ME

I can work under pressure and implement projects well .i am also very patient and ambitious .i can work with team ,and i always refer to learning and increasing my understanding and my practical and intellectual experience.

PROFESSIONAL EXPERIENCE

Matron | 2022- present

Egyptian language school

- working as a bus supervisor
- help teachers with various activities such as cutting and pasting
- Create a file for each student containing his tasks throughout the year
- During the summer vacation, I work as a human resources assistant.
- Recording student attendance and absence

Social Studies Teacher | 2019- 2021

Volunteer at Resala Charity Organization

- Teaching social studies for middle school

personal

technical

SKILLS

- Communication skills
- Preresentation skills
- Team work skills
- Decision making skills

- Microsoft (word ,Excel,Powerpoint)
- ICDL

EDUCATION

Bachelor's degree in the College of Arts, Department of Sociology

Cairo University | 2025-present

Diploma in Business Administration, College of Commerce

COURSES

Educational and Psychological Qualification Course for Teachers with non-Educational Background

Ain -shams University

HR personnel (Online)

HR Recruitment (online)