



# Hebatalla Zeinu



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## WORK EXPERIENCE

**October 2023-April 2023** HR intern at Cogent IBS

**September 2021-August 2023** Maternity leave | Stockholm, Sweden

**April 2021-September 2021** Kulturhuset, Stockholm Municipality | Assitant – Stockholm, Sweden

**January 2017 - January 2018** LEDS, a marketing company | Assistant manager – Jeddah, KSA

- Organised workshops
- Translated documents
- Called clients and persuaded them to attend the workshops

**January 2015-Jan 2018** Self employed, home teaching- Jeddah, KSA

- Private tutoring
- Helped children with their homework
- Prepared them for tests and exams

**March-May 2015** Jeddah Institute for Speech and Hearing, Intern/Observer, Jeddah, KSA

- Observed experts use their skills and various techniques to guide and support autistic children to achieve specific goals
- Assisted children with speech problems to improve their pronunciation
- Helped children with various phobias to overcome their fears

**February-April 2016** Jeddah International School, Intern, Jeddah, KSA

- Assisted the school's counselor by researching and report typing
- Observed children with behavioral problems
- Assisted with some filings

## EDUCATION HISTORY

**2023-2024** Master's Programme in Entrepreneurship, Uppsala University, Uppsala, Sweden

**2020-2022** Swedish language, Sweden

**2012-2016** Bachelor in Psychology, Effat University, Jeddah, K Saudi Arabia  
Cumulative G.P.A. of 3.62 out of 4.00

## LANGUAGES

Arabic  
English  
Tigrinna  
Swedish

Linkedin profile:  
<http://linkedin.com/in/heba-j-7a800428b>

## SKILLS

Able to work alone and as a part of a team

Excellent communication and a strong client focus

Proficient user of Microsoft Office and Canva

## REFERENCE

Dr. Sanna Dahir, Dean of the College of Science and Humanities Effat Universit, Jeddah, KSA