

**DOB:**

28 NOV.1999

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-giza

LANGAUGES

- Arabic – mother tongue
- English-very good (reading and writing)

ACTIVITIES AND INTERESTS

- Voulenteer in el resala nonprofit organization as a sales person to convince people to donate blood for donation campaign for children.
- Swimming
- Watch documentaries

Personal Skills

- Decisiveness
- Resilience and resourcefulness
- Strong influencing skills
- Performance orientation
- High level of interpersonal skills

Other skills & attributes

- Strong conceptual thinking ability
- Strong leadership skills

NOURHAN KHALED MOHAMED

INTERNSHIP EXPERIENCES AND COURSES

1-(Trainee as banker)**Bank misr**

1 july 2021- 1 august 2021

I learned :

- The concept of bank administration in short
- Banks loans
- Foreign currency
- Accounting payable and recievable

2- (trainee as a broker)**Helwan securities company**

1 october 2021 – 1 november 2021

I learned a lot in stock market and how to read stock exchange screen and when to buy and sell shares for others.

3- (CBE DIPLOMA) (diploma in banking and economy) with dr emad kattara.IN 2021.

- courses in: -, Marketing, ICDL, Business English , Sales, Stock market.

4- IFRS COURSE in 2022 (I studied Auditing and Accounting)**EDUCATION**

Graduation certificate from THE CANADIAN INTERNATIONAL COLLEGE

Graduated in 2022

Bachelor degree in business administration

Major accounting

Graduation project degree : excellent

Graduation project:

Passed with an excellent grade ; In my graduation project, I was responsible for Market Analysis and analyzing the advantage and disadvantage of my competitors and how to choose the target market segment also industry analysis, market needs , market gap, and qualitative and quantitative researches.

- Good listening and communicating

COMPUTER SKILLS

- Microsoft word
- Microsoft power point
- Microsoft excel
- Oracle level 2

BUSINESS ADMINISTRATIVE SKILLS

- Administrative skills include the skills required for managing a business. This may include filing information, performing data entry, maintaining accurate records, managing receipts and assisting employees and clients.
- **Organizational skills**
- Organizational and planning skills help business administrators create and maintain order in the workplace. This may include creating organized systems for filing and data or maintaining a proactive approach to the organization's needs.
- **Sales and marketing**
- Sales and marketing are essential business functions. It's important for business administrators to have a good understanding of how to promote a product or service and connect with customers.
- **Teamwork**
- Teamwork skills enable business administrators to work well with others in an effort to achieve a common goal.
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- **Delegation**
- Delegation skills support business administrators in determining when to assign tasks to others. They're often responsible for supervising others, so it's important for them to know who and when to assign work to and what tasks they should keep for themselves.
- **Research skills**
- Research skills relate to the ability to search for and find required information. It's also essential to be able to distinguish between good information from reliable sources versus bad information from untrustworthy sources.
- **Budget management**
- Budget management includes the ability to create and oversee all aspects of a budget for an organization. Business administrators are often responsible for managing the company's money, so it's important for them to maintain accurate records about the money going in and out of the organization.
- **Ability to work under pressure**
- **Respond to client requests via phone or email**
- **Gather and organize data**
- **Create and maintain filing systems**
- **Oversee organizational cash flow**
- **Perform market research**
- **Brainstorm solutions for client concerns**
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