

Rana Saad ELamir
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Personal Details

Birth date : 26 – 07 – 1988
Nationality : Egyptian
Marital status : Married

Objective

seeking a job opportunity which will help me to work in homogeneous organization to achieve its objectives, develop the system and maintain the level of development.

Work Experience

- 2010 – 2015

Accountant at Amsterdam Alexandria Marine

- 2015 – 2020

HR developer at Amsterdam Alexandria Marine

Education

Bachelor degree from Faculty of commerce – Alexandria University in 2010.
Major: Financial and Customs.
Grade: Pass.

Courses

ICDL V5	2011
Diploma in Secretary	2012
HR Development	2014

Computer skills

1. Microsoft office (word – excel – PowerPoint)

language skills

Arabic : Native
English : Very Good

Soft Skills

- | | |
|------------------------|------------------------|
| • Problem Solving | • Team leading |
| • Research Ability | • Time management |
| • Friendly personality | • Expressing new ideas |
| • Fast Self-Learner | • Team work |