

## CURRICULUM VITAE

### PERSONAL DETAILS:

Name: Rania Ibrahim Mohammed Ragheb  
Address: Faisal – Giza  
Mobile No.: ٠١١٤٦٥٣٤٧٧٣ - ٠١٠٦٤٠٦٦٤٦٧  
E-mail Address: [raniairagheb1411@gmail.com](mailto:raniairagheb1411@gmail.com)  
Date of Birth: September 1<sup>th</sup>, 1992  
Nationality: Egyptian  
Religion: Muslim  
Gender: Female  
Marital Status: Single

### QUALIFICATIONS:

#### ACADEMIC DEGREES:

May 2013: B.A. in "law" with Grade: Fair  
Faculty of law, Cairo University

### NON-ACADEMIC ACHIEVEMENTS:

**Courses:** Microsoft Office ICDL

#### TECHNOLOGIES & KNOWLEDGES AREAS:

**Management:** General Management  
Communication Skills  
Trouble Shooting & Problems Solving.  
Negotiation  
Presentation

**Information Technology:** **Computing Hardware:** PCs, Printing, Scanning and Fax Equipment  
**Operating Systems:** Windows XP, Windows 7 and 10  
**Desktop Applications:** Microsoft Office, Adobe Reader, Adobe Professional, File Format Conversion ...etc.  
**E-Mail Application:** Internet Explorer, Microsoft Outlook, Down Load Manager .....etc.

### DESIGNATION CHRONOLOGY

- October 2020 until now: HR at Arab Professional Accountants
- August 2017 to 2020: call center agent (e\_finance)
- Mars 2013 to July 2017: - coordinator  
- general manger (executive secretary) at golden group for security technology.

### Career Achievements

- Occupied as coordinator for accompany teams within only 1 year after holding a position as general manager executive secretary for CCTV, Fire Alarm, Access Control Systems and administrative Act

### SKILLS:

- Communication & Interpersonal skills, Strong Analytical and Problem Solving Skills
- Self-motivation, Initiative, Proactive, Leadership, Coordinator and Coaching Skills
- Good Negotiator and Business Opportunities Developer.
- Reports writing and Documentation Skills.

### LEISURE INTERESTS:

- Internet Navigation.
  - Handmade (Accessories and Crochet).
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