**Rana Roshdy Mohamed Mostafa**

**Objective**

**Seeking a challenging position in a growing organization that has the vision to recognize that success is a by-product of is respect and commitment to its personnel, helping me to utilize & enhance my skills.**

**Personal Data**

* **Date of Birth: 07/04/1991.**
* **Place of Birth: Cairo.**
* **Nationality : Egyptian.**
* **Marital Status: single** .

**Education :**

* **Bachelor Degree of Arts – Sociology ( 2012 – Cairo University)**
* **Grade: Acceptable**

**Computer Skills**

* **Good working knowledge of windows, Microsoft Office**

**(Word, Excel, Power point, Access), Outlook Express, Internet Applications and tools.**

* **I. C. D. L Certificate**

**Work Experience**

**I work in the Syndicate of Social Professions from 2013 until now.**

**Language Skills**

* **Arabic : Native Language**
* **English: Good (written and spoken).**

**Soft Skills :**

* **Ability to work in groups.**
* **Self-motivated, leadership and good organizational skills.**
* **Analytical thinker that consistently resolves ongoing issues or defects, often called upon to consult on challenges that have eluded resolution by others.**
* **Quick learner that expends extensive efforts to stay informed of new technologies with desire to grow.**
* **Working in a team & under Stress, Good communication skills.**