

# Rana Ehab Hussien Darwish

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## **Objective:**

Want to develop my career in a fast-moving organization, where my interpersonal skills will be enhanced and fully utilized. In addition to being an active participant in the organization's success and build a wildly successful career.

## **Education:**

Faculty of Arts at Cairo University

Department of Hebrew Class 2022 with grade good.

## **Work Experience:**

Teller/Customer Service at **(IBAG Western Union)** from 9/2022–  
till now

- Cash checks, pay bills, process Money Orders Balance drawer , examined IDs and Passports for identification and endorsement
- added new customers to the system and handle complaints and cash inflows Helping maintain records to comply with laws and regulations
- examined IDs and Passports for identification and endorsement
- Delivered prompt, accurate and excellent customer service

## **Language Skills:**

- Arabic – Mother Tongue.
- English – good

## **Computer Skills:**

- Microsoft office (Word- Excel).
- Computer Skills Adaptability Fast Learner

## **Other Skills:**

Able to work effectively both independently and on a team.

Ability to plan and manage multiple assignments and tasks.

Strong oral and written communication skills.

Customer-oriented and good problem solver.

Leadership and decision-making. Time management.

**Personal Information:**

Marital status: Single.

Nationality: Egyptian.

Date of birth: July 8th, 2000.