

# Rania Maher

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## Education

**Accounting** Aug 2017 - Aug 2021  
Helwan University, Cairo  
**Good** general judgement

## Employment

**Secretary** Oct 2017 - Apr 2020  
Cairo

- Office work
- Organising appointments
- Booking appointments

**Data entry** Oct 2020 - Sep 2021  
Utopia Publishing, Cairo

- Administrative work
- Create index
- Follow up the collection process
- Office work

**Accounting** Sep 2021 - May 2022  
Utopia Publishing, Cairo

- Invoices
- Collections

**Data entry** Dec 2022 - Present  
Barcode, Cairo

- Data analysis
- Data entry

## Courses

**Digital marketing** May 2022

**English** Sep 2022

## Personal details

Nationality  
Egyptian

## Skills

Organisation

Solving problems

Analytical thinking

Time management

Collaboration

Word - excel

## Languages

English

Arabic