

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 