**Rana Hamam Taha ElMahdy**

**ranahamam\_25@yahoo.com**

**Personal Information**

**Nationality :** Egyptian.

**Religion :** Muslem.

**Gender :** Female.

**Date of Birth :** 25/3/1992.

**Place of Birth :** KafrElzayat. Gharbia.

**Marital Status :** single.

**Public service :** Exempted.

**Address :** 38 Sandoby street. KafrElzayat. Gharbia.

**Home phone :** 0402547445

**Mobile :** 01068047474

**Education qualification:**

**Degree :** Faculty of Commerce.

**Education institution :** University of Tanta.

**Graduation year :** 2013.

**Major :**accounting .

**Grade :** Good

**Language Skills:**

**Arabic :** Mother Language .

**English :**Very good at speaking, reading and writing.

**Professional courses:**

* ICDL
* English language course contain of twelve levels.

**Computer skills**

* good user ofWindows, Microsoft office (word – excel – power point)

**Skills:**

* Work under any pressure for long periods.
* Ability to work in a group.
* Belonging to a team work .
* Ability to communicate with managers.
* Ability to implement management plans.