**Rana Elsaied Hussien Assy**

  **Elsheshtawy, Elmahalla Elkubra ,Elgharyba, Egypt**

**Mobile : 01015770193**

***Email:Accrana20@gmail.com***

**Objective :**

**Pursuing a challenging career in a Reputable Organization that would utilize and enhance my experience and knowledge in the field**

***Education Background :***

* **Bachelor of Commerce, Accounting Department, Tanta University, May 2016.**
* **Grade :Good (78%).**

**Work Experience :**

* **Secretary at Elsaman factory (Oct 2016\_April 2017)**
* **Customer service at ITC Academy (May 2017\_ Sep 2017)**
* **Sales at Elwaha Realstate (Nov 2017\_ Jun 2018)**

**Training courses :**

* **Successfully completed Soft skills course (Oct2015\_Nov 2015)**
* **Successfully completed International Computer Driving license (icdl) (Mar2017 \_ jul2017)**
* **Business English course (online)**
* **Diploma in Financial Accounting using Excel (Jan 2017\_ Feb2017)**

**Skills :**

**Languages :**

 **English : very good command of English both written and spoken.**

**Computer :**

 **Very Good Knowledge of Using Microsoft Office Program.**

 **Professional of Using operation system.**

 **Advanced search on the internet.**

**Personal Qualities :**

* **Ability to work Individually and as an effective team member .**
* **Self - motivated & Self - Confidence & Flexible & Good Leaner .**
* **Work Under Pressure & Patient & Good Communitcation skills.**

**Personal Information :**

* **Date of Birth : 20 Jan . 1994**