

Helana Melad Selem Farag

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Nationality: Egyptian

Date of Birth: 30/7/2003

Objective

Seeking a challenging position to enhance my skills and qualifications, where I can interact and work efficiently in a dynamic atmosphere to improve myself and utilize my technical skills, analytical abilities, accounting knowledge, communication, and language skills with enthusiasm.

Education

Graduated from Faculty of Commerce and Business Administration – Helwan University

Department: Business Information System (BIS) – El Zamalek (2021–2025)

GPA: 3.49

Grade: Excellent

Graduation Project: Excellent

Internships

- CIB – Summer Training Program Entrepreneurship (July – Aug 2022)
- Global Entrepreneurship – American Center (Nov 2023)
- CIB – Summer Training Program Entrepreneurship (July – Aug 2024)

Activities

- Middle Manager in AIESEC B2B (Feb 2022 – Aug 2022)
- Middle Manager in AIESEC MXP (Aug 2022 – Feb 2023)
- TeqFest Hackathon Event – AUC (Oct 2022)

Work Experience

Customer Service Representative (Call Center) – Aesthetic Clinic, Cairo, Egypt (Sep – Nov 2024)

Skills

Personal Skills:

- Ability to work under pressure
- Strong commitment to teamwork and individual tasks
- Quick learner & adaptable
- Updating knowledge continuously
- Presentation skills
- Leadership skills

Technical Skills:

- Microsoft Office (Word, Excel, PowerPoint)

Languages

Arabic: Native

English: Intermediate