

Jomana Atef Tawfik Kelaey

Fresh Graduate

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Profile

A recent graduate in Business Information Systems, seeking an entry-level opportunity in Human Resources or Information Technology. Possesses strong communication, time management, teamwork, and problem-solving skills, with the ability to adapt quickly and learn effectively in professional environments.

Education

College of Management & Technology - Bachelor of Business Information Systems

2019 – 2023

Smart Village, Giza,
Egypt

Arab Academy for Science, Technology & Maritime Transport

- GPA: 3.5 (Excellent)
- Relevant coursework: Web Development, Programing, ERP, Marketing, HR, Project Management, DSS, Accounting, Finance.

American Diploma - High School

2007 – 2019

El Quadah Leaders American School

Giza, Egypt

- GPA: 3.8
- Relevant coursework: Business, Accounting, Economics, Pyschology.

Experience

Concentrix - Amazon UK

04/2024 – 06/2024

Support Associate

Smart Village, Giza

Training

CIB | Commercial International Bank Egypt

Egypt

- Completed a one-month internship in CIB.
 - Gained knowledge about entrepreneurship and its importance on the youth.
 - Attended online lectures with experts about different topics.
 - Passed the internship exam as one of the best grades amongst the summer interns.
- In result of passing the exam, a certificate was acquired for achieving completion of the internship and received an invitation to an event to share the knowledge & experience that was earned.

Projects

Graduation Project 1 & 2

10/2022 – 06/2023

AAST

- Invented a unique interactive business idea.
- Included all business aspects into the project: Feasibility Study Financial Plan, Marketing Plan, Goals & Objectives, Problem Statement, Vision & Mission, Gantt Chart
- Used CSS and HTML to implement our idea & knowledge into our website.
- Incorporated the use of PHP to connect our database.
- Marked as an outstanding project with remarkable work.

Android Mobile Application

04/2022 – 05/2022

AAST

- Implemented knowledge in Microsoft Visual Studio to meet consumer needs and built an Android shopping app.
- Created and added the ability to register, login, and checkout using Java and HTML languages.
- Learned from errors, refined app flaws, and perfected the final version.

Project Management Information System - (PMIS)

04/2022 – 05/2022

AAST

- Co-Authored and collaborated with a team to build and manage a Hybrid-Agile plan.
- Incorporated a Scrum framework with all five phases to work efficiently.
- Assigned tasks to employees and created reports tracking employees' progress.
- Managed finance and payroll of employees and estimated budget of the company.
- Mastered the use of Microsoft Project after navigating hurdles and its difficulties.

Website Development & Design

12/2021 – 01/2022

AAST

- Collaborated with teammates and programmed the website using PHP and CSS.
- Designed multiple pages smoothly within the website, including: Products page, Contact us page, Footer.
- Incorporated the use of SQL and converted data on the site into an organized database.
- Defined and illustrated the project details and conveyed them in a presentable format.
- Amplified the project and demonstrated it using impressive presentation skills to supervisors.
- Outperformed classmates and was awarded an "outstanding project" within the BIS major for the remarkable work.

Certificates

- CCNA (Cisco Certified Network Associate)

Skills & Interests

Programming Languages: HTML, PHP, Python, SQL, CSS, C#.

Programming Software: Microsoft Visual Studio, Microsoft Project, Agile Scrum, XAMPP.

Soft Skills: Communication, Leadership, Ability to learn, Adaptability, Interpersonal Skills, and Presentation skills.

Interests: Information Technology, Human Resources, Reading YA fiction, Writing, Women's rights, Editorial Makeup, and Fashion.

Languages: Arabic: Native. English: Fluent. French: Intermediate.