

# 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, Programming, ERP, Marketing, HR, Project Management, DSS, Accounting, Finance.

### American Diploma - High School

2007 – 2019  
Giza, Egypt

*El Quadah Leaders American School*

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

## Experience

### Concentrix - Amazon UK

04/2024 – 06/2024  
Smart Village, Giza

*Support Associate*

## 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**

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- CCNA (Cisco Certified Network Associate)

## **Skills & Interests**

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**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.