

# Curriculum Vitae



- **Randa Mamdouh**
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## Personal Data:

- **Name:** Randa Mamdouh Ibrahim
- **Date of Birth:** May 28<sup>th</sup>, 1994
- **Nationality:** Egyptian
- **Marital status:** Single

## Objective:

- To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibilities to new talent.
- Looking for an opportunity to utilize my strengths to build my career and enables me as a fresh graduate to grow while meeting the corporation's goals.

## **Education:**

- **Graduated From Faculty of Commerce English Section (2012-2016).**

Major: Business

Cairo University Cairo, Egypt

College Grade: Good

- **High school diploma (2012)**

Manara Girls' Language School

Grade: 92% .

## **Highlights of Qualifications:**

- **Communication and teamwork**  
Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.
- **Ability to meet deadlines and work under pressure**  
Working while studying a full-time bachelor degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy, and have never been late with an assignment.
- **Enthusiastic, hard-working and eager to learn**  
Reliable and trustworthy, with a strong work ethic and values.
- **Technical skills**  
Microsoft Office 2010 (Excel, Access, Word, PowerPoint), with some experience with QuickBooks.

- Accurately interpret customer's problems and offer the best solution.
- Self-motivated.
- Professional appearance and manner.

- **Language skills**

Arabic: Mother Tongue.

English: Excellent.

French: Fair.

## **Employment History:**

- Assistant English teacher. (part time job 2014-2015)
- Accountant in i-Build company (full time job ) July 2016 till now .  
6<sup>th</sup> of October – Dreamland.

## **Interests:**

- Reading.
- Travelling.
- Running.
- Internet Surfing.
- Tennis.

## **References:**

Available on request.