



Rania Gamal Mohamed Tolba

Objective

Seeking a challenging posting in a well-established and known company, where my skills could be improved and fully utilized with the ability to update myself continuously according to the company's requirements and qualification.

Education

- **May 2013:** faculty of commerce -Bachelor degree Accounting Department.
- **Cumulative Grade:** Good
- Obtain the HR Professional Diploma with the approval of the Egyptian Chamber of Commerce and the HRCI Institute and the accreditation of Ain Shams University
- Obtaining an approved certificate, the advanced part of the HR, a diploma with accreditation from the Chamber of Commerce also and the British Institute HRCI, and a combined degree in the Professional and Advance departments, with the accreditation of Ain Shams University

Working Experience

- Working in the Egyptian Canadian Company for Contracting and Investments as an accountant and HR until now
- The work is limited to the accounts of the extracts, the review with the chartered accountant, the preparation of salaries and discounts, the preparation of contracts for work, the preparation and compilation of papers for the affairs of the company's employees.

- **2011** Arab organizations for Industrialization (Aircraft's factory)
- Training as accountant for 1 month.

Computer Skills

- ICDL course (Training future Academy).
- The ability to deal with various packages of Microsoft office and Internet navigations.

Personal Skills

- Creative, self-motivated, enthusiastic, reliable, dynamic and hard working.
- Good at meeting deadlines.
- Ability to work effectively under pressure.
- Ability to learn new tasks quickly.
- Conducted meetings and work discussions.
- Professional appearances.

Linguistic Abilities

- Fluent written and spoken Arabic.
- Good written and spoken English.

Personal Data

Date of birth : 01/09/1992
Nationality : Egyptian.
Place of birth : Cairo, Egypt.
Gender : Female.
Marital status : Single.

Other competencies and hobbies

- Traveling ,Reading and shopping.

Reference

- Furnished upon request.