

Personal Information

Name and Surname:	Rahma Mohamed El Hassan
Date of Birth:	30.09.1998
Phone number:	01126612698 - 01033043720
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Summary	Seeking a job in a multinational audit firm bank or company to apply my recent university studies with my skills and past experience in order to build up my career.

Education

2024 - 2025	Pre-Master's Program in Islamic Banking, Institute of Islamic Studies
2023 - 2024	Diploma at the Institute of Islamic Studies
2017 - 2020	Faculty of commerce, Al-Azhar University, cairo . Accounting

Experience

09.2024 - present	Kixat Accountant <ul style="list-style-type: none">Recording daily sales and purchases accurately.Preparing and submitting tax invoices through the official Tax Authority website.Managing employee payroll and ensuring timely salary payments.Tracking and recording company expenses.Ensuring compliance with local tax and accounting regulations.
02.2022 - 08.2024	Etisalat campany Senior Agent <ul style="list-style-type: none">Managing daily operations of the branch and supervising staff.Providing high-quality customer service and handling customer inquiries and complaints.Ensuring branch targets and KPIs were met.Training and supporting new employees.Coordinating with other departments to ensure smooth workflow.
2020 - 2021	Central Agency for Public Mobilization and Statistics

Skills

Personality

✓ Good communication - written and oral skills	Communicative	Punctuality
✓ Excellent conceptual and analytical skills	Creativity	Organized
✓ Effective interpersonal skills		
✓ Good in handling problems.		
✓ Ability to learn new tasks quickly.		
✓ Time management skills.		

Courses

- *Free Studies at Faculty of Technical Education, Department of Painting and Oil Photography.*
- *Data Analysis Challenger Track at Udacity from (2/11/2021) to(22/12/2021).*
- *The sign language course provided by the Ministry of Social Solidarity from 1/3/2024 to 1/10/2024.*

Languages

Arabic -
English -
Sign -

hobbies



Technology



Drawing



Wall drawing

Software skills

Word	<div></div>	<div></div>
Microsoft Excel	<div></div>	<div></div>