

# Rana Abdel –Nasser Mahmoud

Accounting

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📍 Nasr City, Cairo, Egypt 🇪🇬 Egyptian 📅 12 Dec 2000 🔄 single



## 👤 PROFILE

Seeking this position where I can further develop my skills and enhance my computing & language skills, also my study helps me to be active in my position, I have had to get along with a wide range of people, Adapt effectively to different situations and work to set goal.

## 🎓 EDUCATION

2018 – 2022  
**Cairo University**  
*Bachelor of Archaeology*  
Degree: Excellent

## 📁 WORK EXPERIENCE

Nov 2022 – present	<b>Call Center and Sales Engineer At Green Line Glass Architectural</b> Responsible For:- 1-Pricing engineering drawings and coordinating with site engineers to conduct a site inspection. 2-Follow up on price offers sent to customers to complete the contract. 3-Receiving customers at the company’s headquarters, explaining the products, and reaching an agreement with the customer.	Nasr City
May 2021 – Oct 2022	<b>B.Tech</b> <i>Call Center</i> Responsible For:- 1- Storing customer data and submitting a weekly report on it. 2- Receiving customer calls and responding to their inquires through the company’s knowledge folder. 3- Registering customer data on the CRM system. 4- Recording complaints and maintenance and transferring them to the departments concerned with them.	The technology village, El-Maady
Oct 2020 – Apr 2021	<b>CLTA - Creative Learning Training Academy</b> Front Desk Responsible For:-	Nasr City

1- Storing customer data and submitting a weekly report on it.

2- Receiving customers and responding to customers inquires them via phone or social media.

3- Preparing daily reports and submitting them to the management.

## COURSES

2023 **sales**  
*online*

2022 **English**  
*online*

2022 **ICDL**  
*online*

## SKILLS

- Ability to work as a part of a team or individually
- Hard worker and fast learner.
- Business and time management skills
- Effective communication with people from various cultures and at different social levels.
- Capable of taking responsibility and accomplishing objective

## LANGUAGES

Arabic



English

