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| **Rania Koraim Gomma** |
| **Address : 4 street25,wadi hof - Helwan - Cairo - Egypt**  |
| **Tel. : 23743973**  |
| ***Mobile Number*** : **01094991506 / 00201094991506** |
| **Email  :****raniagomma284@gmail.com** |
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| **Career objective**  |
| English Arabic  |
| Translation and transcription job  |
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| **Personal Information**  |
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|  |
| **Nationality** | **:** Egypt  |
| **Birth date** | **:** 13/12/1981  |
| **Gender**  | **:** Female  |
| **Marital Status** | **:** Single  |
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| **Work Experience** Translator for Concept website Company (business, software)On line translation , freelanceFrom (1/9/2014)**Previous employment** |
| **Job title**  | **:** Secretary |
| **Employer** | **:** Omega group  |
| **Employer Country** | **:** Egypt  |
| **From**  | **:** (1/12/2005 -30/10/2014) |
| **Job description**  | **:** Setting up and managing filing system writing letters, reports ,mails & faxes  |
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|   |
| **Years of experience**  | **:** 8years as secretary and one year as translator  |
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| **Education**  |
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| **First University Degree** | **:** B.A. Arts   |
| **University**  | **:** Helwan University  |
| **Faculty**  | **:** Arts  |
| **Major**  | **:** English Language  |
| **Graduation project**  | **:** the concept of morality in fielding's tom Jones  |
| **Grade** | **:** Pass  |
| **Graduation year**  | **:** 2002  |
| **High School Degree**  | **:** Thanawia Amma  |
| **High School Name** | **:** Zahraha Girls  |
| **Grade**  | **:** 86%  |
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| **Languages**  |
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| **English**  | **:** Good  |
|  |
| **Technical Summary**  |
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| **Field of experience and other qualifications**  | **:** I have computers skills Word, Excel , PowerPoint , and internet access ¶ I can deal with phone calls filling and support any teamwork    |
|  |
| **Previous courses**  | **:** Word, Excel, PowerPoint  |
|  |
| **Computer Skills**  | **:** Good  |
|  |
| **Availability & Job Requested**  |
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| **Availability**  | **:** I am able to start work after one or two days from announcement |
| **As** | **:** Full Time  |
| **Rank** | **:** Junior |
| **Job field** | **:** translation  |
| **Job location** | **:** Egypt  |