**PERSONAL INFORMATION:نح**

**Full Name** : Rana Kattoun

**Residence** : Syria

**Mobile**  : 00963-933 915 288

**Email** : ranakattoun@yahoo.com

 rtkattoun@gmail.com

 **COMPUTER:**

**Computer:** Word , Excel , Internet , E-mail.

**Typing**: Arabic and English.

**EDUCATION:**

Bachelor Degree in Application Chemistry- 2002

Bachelor Degree in Translation (En-Ar)-Open learning university (2010).

**LANGUAGE:**

**- Arabic:** Mother tongue

**- English:** Very good (Speaking, Writing, Reading)**.**

**EXPERIENCE:**

Employee in Atomic Energy Commission of Syria – 2005 up till now

Baalbaki Group for Chemical Industry.2002- 2005

**Responsibilities**:

In Baalbaki Group: Foam production laboratory (Chemical and physical tests) worked with German experts.

 Translator from English into Arabic since 2016 (Field: Contracts, ...)

**CHARACTER:**

- Hard working.

- Excellent communication and listening skills.

- Have ability to work individually, as well as a member of team.

-Ability to learn new skills.

**Places Visited:**

Training course in Saudi Arabia.

Fellowship from International Atomic Energy Agency (IAEA) for two months in Tehran -Iran.