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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**](mailto: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 , freelance  From (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 |
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| **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 |
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| **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 |