

# Rana Magdy Anwar

**Birth of date: 19/7/1990**

**Address: Nasr city, Cairo, Egypt**

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## *Education*

- **University** : Ain Shams
- **Faculty** of Arts
- **Department** : Arabic
- **Graduation year** : 2011
- **Grade** : pass

## *Experiences*

**Work at: Dental center**

**19/4/2014 till 2/12/2015**

### **Job Description:**

**Responsible for Customer service, receptionist, data entry, customer accounts, dentist accounts, secretary, research& development and solve problems.**

## *Language*

- **Arabic** : Mother Tongue.
- **English** : Good.

## ***Computer skills***

- **Microsoft office(Word)**
- **Power point**
- **Access**
- **Excel**
- **Internet**
- **IT**

## ***Course***

**ICDL in Information systems institute at 2/8/2011**

**Arabic grammar at Ain-shams University from 10/7/2011 to 23/8/2011.**

**Self-confidence lecture at Zedny 24/4/2011.**

**"Media work skills" -Girls collage- Ain-shams University from 4/9/2011 to 30/11/2011.**

**"Aspire Woman" conference organized by Microsoft 18/6/2016**

**References - available upon request**