

Rania Khaled Ibrahim

Business Administration

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OBJECTIVE

Motivated and detail-oriented Business Administration graduate with an excellent academic record. Seeking a teaching assistant position to support educational excellence and contribute to the development of future business professionals. Eager to grow within a dynamic academic environment and pursue further research and learning.

PROFESSIONAL SKILLS

Computer Skills:

- Proficient in Microsoft Word, Excel, and PowerPoint
- ICDL certified

· Personal Skills:

- Communication Skills
- Adaptability
- Fast Learner

Language Skills:

- Arabic: Native
- English: Very Good

PROFESSIONAL EXPERIENCE

- Teaching Assistant | New Cairo Academy
- Oct 2025 – Present
- Delivered weekly tutorials to classes of 40+ students.
- Assisted senior faculty in curriculum development and exam preparation.
- Provided one-on-one academic counseling during office hours.
- "Familiar with educational quality standards and accreditation processes."

ACADEMIC INVOLVEMENT

- Actively participated in group projects and academic activities within core business courses such as Marketing, Human Resources Management, and Logistics.
- Developed strong teamwork, communication, and research skills through collaborative assignments.
- Always committed to meeting deadlines and delivering high-quality academic work.

COURSES

ICDL (International Computer Driving License)

HR Fundamentals (Online Course)

Sales Fundamentals Course

Marketing Essentials

Customer Service (CASTMEER)

Computer Skills:

- Proficient in Microsoft Word, Excel, and PowerPoint

EDUCATION

Bachelor's Degree in Business Administration

2021 - 2025

- New Cairo Academy — Cairo, Egypt
- Graduation Year: 2025
- Grade: Very Good High
- Focus Areas: Financial Management, Human Resources, Marketing

ADDITIONAL INFORMATION

- **Certifications:** Sales Training (ST), Marketing Fundamentals (MF), Customer Service (CS), International Computer Driving License (ICDL)
- **Awards/Activities:** Certificate of Excellence for being among the Top Students (2024)