Rana Mahmoud Tawfik
Teaching Assistant
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Summary

Business Information Systems graduate with an Excellent grade, ranked first in my class. One year of experience as a Teaching Assistant, with an academic background in Business Information Systems and an interest in teaching and academic research.

Education

Pre-Master's Studies in Business Information Systems (BIS)
Sadat Academy for Management Sciences
Cairo, Egypt | October 2026 – Present

B.Sc. in Business Information Systems (BIS)
Higher Institute of Administrative Sciences and Foreign Trade (MFT)
Fifth Settlement, Cairo, Egypt | 2025
Graduation Grade: 90.25% (Excellent)
Class Rank: First in Class

Skills

- Microsoft Office: Word, Excel, PowerPoint, Microsoft 365
- Data Analysis & Management: Microsoft Excel, Data Analysis & Data Management
- Database Management: SQL & Database Fundamentals
- Programming: Python, HTML & CSS (Fundamentals)
- Data Analysis & Visualization
- Business Intelligence (BI)
- Management Information Systems (MIS)
- Enterprise Resource Planning (ERP): Odoo ERP
- System Analysis & Design
- Data Flow Diagrams (DFD)
- Information Systems Security
- IT Risk Management
- E-commerce Fundamentals
- Decision Support Systems (DSS)

Academic Interests

Information Systems & Databases
Cryptography & Data Security
Programming Fundamentals

Languages

- Arabic: Native
- English: Intermediate