



SOHEIR MOHAMED ABD EL RAOUF

OBJECTIVE

Seeking a job in a reputable company where my background and my experience can be well utilized.

Skills

Soft Skills

Team work	● ● ● ● ●	●
Communication	● ● ● ● ●	● ●
Leadership	● ● ● ● ●	● ●
Interpersonal skills	● ● ● ● ●	●
Organizational skills	● ● ● ● ●	●
Adaptability	● ● ● ● ●	● ●
Collaboration	● ● ● ● ●	● ●

Hard Skills

MS office	● ● ● ● ●	● ●
English	● ● ● ● ●	● ●

Personal information

Birthdate

18 December 1985

Gender

Female

Marital Status

Single

Contact

☎ +971504305197

✉ so.sohermohamed@gmail.com

WORK EXPERIENCE

● Head Investment Department

EVOIQ | December 2016 - October 2019

1. Follow web developers and graphic designers teams . Follow them work quality and workload.
2. Follow team responsible for the search topics.
3. Communication with clients and coordinate receiving and deliver them demands.
4. Communication with external entities.
5. Preparing project management plans (PM) for some projects.
6. Attend all quarter and annual meetings... (preparing for meeting and write the minutes) , (Input my opinions and solutions to the problems facing the company).

Education

● Accounting

Faculty of commerce University , Tanta | Egypt - 2002 to 2006
accounting field

Courses

Jan - May 2007	BASIC BUSINESS SKILLS ACQUISITION (BBSA) <i>Future Generation Foundation (FGF), Cairo</i>
May - July 2007	COMPUTERIZE ACCOUNTING <i>Future Generation Foundation (FGF), Cairo</i>
20 - 22 July 2008	SALES DIPLOMA <i>Canadian Training Center of Human Development (CTCH D) with Dr.Ibrahim Elfiky , Cairo</i>
Jan - May 2011	BASIC TECHNICAL AND STATISTICAL ANALYSIS FOR STOCK EXCHANGES <i>Cairo university (Institute of Statistical Studies and Research), Cairo</i>
Feb 2017	PROJECT MANAGEMENT(PM) <i>College of Cambridge Kipp</i>
March 2017	ACCOUNTING <i>College of Cambridge Kipp</i>
April 2017	FINANCE <i>College of Cambridge Kipp</i>