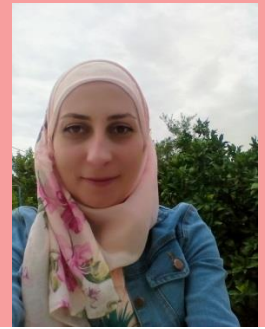


# RANA SHEIKH ABDULHAMEED



## CAREER OBJECTIVE

I am looking to leverage my skills and experience to help your organization achieve its goals, and solve the problems in the most efficient way possible, which will also help me further improve my career and personal skills.

## EXPERIENCE

### **ENGLISH ASSISTANT PROFESSOR**

*Al-Hawash Private University 9/2019 - Present*

- Lecturer for intermediate level.
- Lecturer for upper-intermediate level
- Lecturer for advanced level

### **VICE MANAGER**

*Syrian Insurance Federation 7/2015 – 7/2019*

- Prepare data and information for making regular reports

### **DATA ENTRY CLARK**

*Syrian Insurance Federation 9/2014 – 7/2015*

- Data entry

### **ENGLISH TEACHER**

*Circassian Charitable Society 4/2008 – 4/2010*

- Teaching preparatory and secondary stages.

## CONTACT

**Email:**  
[ranadream@gmail.com](mailto:ranadream@gmail.com)

**Mobile:**  
+963 944719156  
+963 933281834

**Address:**  
Homs, Syria

## PERSONAL SKILLS

Curious

Precise and detail oriented

Team worker and effective communicator

Problem solver

## HARD SKILLS

ICDL Certificate; Microsoft

Office package: Microsoft

Word, Excel, PowerPoint

## EDUCATION

### **Bachelor / English Literature**

Al-Baath University, Homs,  
Syria

2004 – 2008

### **Diploma / Educational Qualification**

Syrian Virtual University  
Homs, Syria

2009-2010