**RASHA**

[**RASHA.365917@2freemail.com**](mailto:RASHA.365917@2freemail.com)

**ENGLISH TEACHER**

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| SKILLS |

**Languages:** • Arabic: Native • English: Fluent • German: Basic

**Computer:** • MS Windows: Advanced • Excel: Good • MS Word: Advanced

• PowerPoint: Intermediate • Outlook: advanced

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| EDUCATION |

**Bachelor Degree: Faculty of Arts**

**English Language and Literature Department (2001)**

## Ain Shams University

## Cairo, Egypt.

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| WORK EXPERIENCE |

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| **Sales Consultant** | **Jan 2016: Present** |
| **Diane Von Furstenberg, Al Tayer Group-Apparel & Fashion.** | **[Dubai, UAE]** |

* Carry out sales in accordance to pre-agreed monthly targets and budgets.
* Prepare and maintain customer visits through log reports.
* Report weekly and monthly reports on agreed performance data, comparing actual with targeted and budgeted performance.
* Attend to customers visiting, initiate sales process, paying attention to their needs and offer qualified advice on the products.
* Provide customers with qualified advice on products.
* Participate in seasonal sales campaign and promotions to maximize sales penetration.
* Provide efficient and courteous handling of present customers or over the phone, provide necessary information, and guidance.
* Arrange merchandise according to the criteria provided by the management.
* Assist in handling returns and exchange of merchandise.
* Deal with complaints in a patient and helpful manner.

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| **English Teacher [2nd Grade]** | **Sep 2013 : Dec 2014** |
| **Leaders Language School** | **[Cairo, Egypt]** |

* Develop and present comprehensive lesson plans with a focus on grammar.
* Enhance literary skills.
* Encourage class participation throughout quizzes.
* Create varied strategies to make sure every student comprehends the lesson.

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| **English Teacher [1st Grade]** | **May 2010 :April 2012** |
| **Azhari Language School** | **[Cairo, Egypt]** |

* Creating effective and engaging lesson plans.
* Preparing effective questioners for small stories.
* Updating student records on a daily basis.

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| **English Teacher [2nd KG]** | **Oct 2009 : Mar 2010** |
| **Om Kalthom Language School** | **[Cairo, Egypt]** |

* Maintaining the daily rhythm of the kindergarten.
* Creating effective flash cards for children.
* Supervising school childern in the palyground .
* Teaching children throughout different methods such as songs or drawing .

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| **English Teacher [2nd KG]** | **May 2007: Oct 2008** |
| **Masr 2000 Language School** | **[Cairo, Egypt]** |

* Creating effective flash cards for children.
* Supervising school childern in the playground
* Preparing morning snacks for school children.

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| **Receptionist** | **Jul 2002: Dec 2005** |
| **Giftun Azur Resort – Tourism And Hospitality** | **[Hurghada, Egypt]** |

* Handling all customers’ requirements and bookings.
* Handling all customers’ complaints.
* Devising and maintaining office systems.
* Managing and maintaining budgets, as well as invoicing.