

**Yomna**

 **Email** yomna.311170@2freemail.com

**CAREEROBJECTIVES**

Seeking a challenging and growth-oriented position where my interpersonal skills can be best utilized. Looking to be a part of a challenging team, which strives for the better growth of the organization and to explore my potential. Also, providing me with the opportunity to enhance my talents with an intention to be an asset to the company. My objective is to assume a managerial role in project management or business consultancy firms.

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Date of Birth** | 26/12/1992 |
| **Nationality** | Egyptian |  |  |
| **Marital Status** | Single |  |  |
| **Driving License** | Yes |

**EDUCATION**

|  |  |
| --- | --- |
|  |  |
| **Jun 2015** | **BSc in Finance and Innovation**, Faculty of Management, German University in Cairo (GUC), Cairo, Egypt  |
| **Jun 2011** | General Secondary Certificate, Mathematics and Science Branch, Dar Al-Tarbiyah School (95%) |

**PROFESSIONAL EXPERIENCE**

**Nov. 2017-till present Digital Marketing specialist**

**Regular Tasks**

* Working digitally with brands (Artists and products)
* Developing and maintaining long-term relationships with accounts
* Communicating client needs and demands to employer company
* Identifying opportunities to grow business with existing clients

**Jan –Oct 2017 Marketing Specialist**

 **Dynamixs.solutions , Jeddah,saudi Arabia**

**Regular Tasks**

* Collection and analysis of market information
* Brainstorming and developing ideas for creative marketing campaigns.
* Planning and executing initiatives to reach the target audience through appropriate social media platforms
* Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies.

**Aug2015- Jan 2017Executive in the Finance Department**

 Dar Al-Handsah Shaer and Partners, Smart Village Branch, Abu Rawash, Giza, Egypt

**Regular Tasks**

* Managing, Updatingand Reporting the Organization accounts
* Collection and Maintenance of financial data
* Ensuring that financial records are maintained in compliance with lawful and accepted procedures and policies on the corporate level
* Developing, Implementing and Maintaining financial data bases
* Establishing, Monitoring and controlling the financial procedures.
* Performing analysis using the financial data in order to assist making the business decisions

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jun-July 2015**  **Intern, Customer Relationship Management and Accounting Department**

HSBC Bank, Smart Village Branch, Abu Rawash, Giza, Egypt

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regular Tasks**

* Managing finances of customers: debit cards, credit cards, loans
* Following up on customers financial statements

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jan – May2014 Project coordinator**

Bab El Bahr Real Estate Co.

 Bab El Bahr Project, North Coast, Egypt

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regular Tasks**

* Organizing events and selling project to clients
* Managing and control of project budgets and time schedule

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jan 2012 – Dec 2013 Sales Technical Representative**

Bab El Bahr Real Estate Co.

 Bab El Bahr Project, North Coast, Egypt

**Regular Tasks**

* Organizing events and selling project to clients

**EXTRACURRICULAR ACTIVITIES**

**Dec 2016 till present** Member of The Barakat Trust and Rima Safadi Kabbani Medical Charity Fund:

**Jan-Jun 2015** Member of AISEC-GUC:

* Interviewing and orientation of exchange students
* Organising volunteer camps
* Organising of cultural awareness orientation for traveling interns

**Jan-May 2014**  Member of ISLC Psychology Committee– American University in Cairo

* Organising lectures and seminars on communication psychology
* Participated in organising ISLC event

**Jan-May 2012**  Member of the Model United Nations (MUN) – German University in Cairo

* Member of the Commission on Crime Prevention and Criminal Justice (CCPCJ)
* Attended the model conference and participated in organising the event.

**MEMBERSHIPS**

* Gezira Sporting Club, Zamalek, Cairo

**SKILLS**

* Excellent computer skills and working knowledge of internet-related programs.
* Excellent spoken and written Arabic and English communication skills.
* Excellent leadership and management skills.
* Ability to manage multiple tasks and meet due date and deadlines.
* Able to work in a dynamic and multicultural environment.
* Capable of working individually and also in a team.
* Work hard under pressure.

**LANGUAGE SKILLS**

* Arabic (Mother tongue - spoken and written)
* English (Fluent: spoken and written)
* French (spoken well)
* German (spoken well)