**MARIA**

**PERSONAL DETAILS**

**MARIA.338576@2freemail.com**

DATE OF BIRTH: 19 December 1994

NATIONALITY: Egyptian

MARITAL STATUS: Single

DRIVING LICENSE: U.A.E

**summary**

Electrical Engineering professional committed to the continuous process of improvement, and works on gaining an edge in an ever-increasing competitive environment. Exhibits the ability to multitask and meet deadlines under pressure, and strives for success through dedication and working within a team.

**EDUCATION & ACADEMIC QUALIFICATIONS**

**2011-2015 Bachelor of Science – Electrical Engineering** – American University of Sharjah (AUS), UAE

**2009-2010 O Levels – The Westminster School, Dubai- UAE**

**PROFESSIONAL EXPERIENCE**

**Proposal Management Executive**

***Philips Dubai-UAE* September 2015–Present**

* Collaborate with relevant stakeholders in order to create competitive proposals for bidding process.
* Preparation of BoQ for systems and services deals where the contract is delivered by System Center to prepare binding and Non-binding proposals and also support in customer follow up.
* Conduct risk and financial assessment through coordination of Legal and Finance, supply chain and logistic s matters with the market.
* Leading department wide improvement project by gathering and compiling relevant information
* Collaborating with proposal management team on constant process improvement in order to continuously improve delivery time, quality of proposals and increase the winning bid rate.
* Developing continuous improvement tools for KAIZEN project.

**Promoter**

***National Geographic*  November 2014**

* Participated in the Sharjah book fair as a promoter for the National Geographic regional magazine.
* Practiced communication and presentation skills.
* Helped build a network of loyal National Geographic readers

**Sales Promoter**

***Lenovo*  June 2013 - September 2013**

* Worked with the promotion team on the launch of Lenovo Thinkpad consumer laptops and worked on a strategy to shift the positioning of these new laptops from B2B to B2C.
* My role included enhancing my sales, negotiation, communication, and presentation skills during customer facing interactions.
* Engaged in comparison and analysis reports between Lenovo and competitive brands.
* Achieving an ongoing monthly target set by Lenovo.
* Ensuring customer satisfaction during interaction and after sales services.

**Logistics coordinator** Dubai, U.A.E.

***Burj Khalifa Opening / Willo Management* January 2010**

* Assisted in organizing special projects, including the scheduling of media interviews.
* Organized and coordinated VIP guest seats.
* Managed logistics and followed event guidelines ensuring operation excellence and customer satisfaction.

**SKILLS**

**Computing**

▪ Microsoft Office Suite; C, C++

**Languages**

▪ Fluent in English and Arabic (written and spoken)