[***Omayma.359446@2freemail.com***](mailto:Omayma.359446@2freemail.com)

***Date* of birth: 01st July, 1985.**

**Contacts:**

**E-mail:**

**I have a tourist visa valid till 15th April.**

|  |  |
| --- | --- |
| **Profile:** | |
| **Objective** | To support the growth and the profitability of an organization that proves challenge, encourages advancement, and rewards achievement with the opportunity to utilize my substantial experience, skills and proven abilities. |

|  |  |
| --- | --- |
| **Personal information:** | |
| **Gender** | **Female.** |
| **Marital Status** | **Single.** |

|  |  |
| --- | --- |
| **Education**: | |
| **University Education**  **Courses:** | * Bachelor degree, from Ain Shams University 2006 . * Faculty of Education. * Bachelor of Arts and Education * Graduation grade: Good * General &Conversation English Courses at British Council * General & Conversation Courses at AUC. * Studying Arabic & translation studies Diploma at AUC |

|  |  |  |
| --- | --- | --- |
| **Languages:** | | |
| **Language** | **Spoken** | **Written** |
| **Arabic** | Mother language | Mother language |
| **English** | Excellent | Excellent |

|  |  |
| --- | --- |
| **Work Experience:** | |
| **DELTA Media(Full time )** | **Delta Ltd. Production & Media**    Senior Satellite & Booking Coordinator:    ***From Feb 2011 –(Current Position)***.   * Performing and carrying out; Live, Report and Play out transmissions. * Booking, coordinating and troubleshooting all logistics of TV news broadcasting worldwide; satellite transmissions, camera crews, SNG trucks & editing . * Finding and locating ad hoc service providers for miscellaneous requests. * Programs preparation -which includes providing high profile guests from variable countries to participate in live interviews & on air calls for different types of TV programs. * Assigning subjects& tasks to reporters (local / international) * Direct contact with customers ( Saudi TV Ektisadia - Saudi TV Ch2 – Saudi TV Al Ekhbaria – KSA Culture – KSA Ch1 ). * Provide Bahrain TV with different types of broadcasting services. * Provider Sky News Arabia Ch. , Al Jazeera Arabic, Al Jazeera Mubasher, Al Jazeera International & beIN Sports Ch with different broadcasting services. * Database Review * Satellite spaces booking and coordination. * Direct coordinating with Arqiva & GlobeCast for lineup. * Events coverage Management (ENG, SNG, tape play-outs, Lives & Reports for News channels all over the world). * Coordination of all SNG requirements. * Prioritize workload so that all requirements are met in agreed timescales.   Good Experience at :   * SNG and Flyaway * OB Vans * Live Studio * Production * News Package * ENG * Edit * Playout * Fiber Connectivity * Turnaround. |
| **DELTA Media(Full time )** Previous Experience: **IN CAST & CASTING Agency(Part Time):**  **Preparation Program:**  **(Part Time)**  **Novotel Cairo El Borg Hotel**  **Egypt Express Travel** | **Delta Ltd. Production & Media**    **Executive Secretary :**  ***From Oct 2010 – Jan 2011:***  Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling appointments ,providing information to callers.  **Model at Broadcasting services:**  Participate at Television advertisements and documentaries.  **Channel Two: The Egyptian Radio and Television Union.**  Cooking Shows:  **Job description:**  hold entry-level positions on a television crew, having a variety of duties: Like making copies of scripts, help organize travel to locations, find and deliver equipment and putting the shooting schedule for every day.  **Nagham FM :**  **Ahla Al awoqat with Khloud Nader:**  How to prepare the main topic & the axis of the episode also preparing the songs that will be played through the program and provide guest with good profile to take part in the program.  - E club program at LTC Ch with **Khloud Nader.**  **Receptionist :**  From Mar 2010 Till October 2010  Work Descriptions:  To deliver friendly, efficient customer service and to create a warm and welcoming atmosphere for all of our guests, with the key aim of retaining and attracting new customers.  **Senior Tour Consultant & Assistant Reservation Manger**  Since Mar 2009 till Feb 2010:  *Work Descriptions:*  I was responsible for the booking department & Follow Up the team in all tasks as replying the E- mails were sent by other travel agents,  And help the team to achieve the main goals of the work. |
| **Egypt Express Travel** | **Assistant Senior Tour Operator :**  Since Apr 2007 till Feb 2009  *Work Descriptions:*  I work with Travel agents abroad to provide the guests from different nationalities with suitable hotel accommodation in Egypt also arrange other services such as Tour Packages {like: Leisure Program ,Classical Program ,Winter Packages , including tour days, Transfers & traveling with Nile cruises, also makes Hotels' Tariff for different areas all Over Egypt . |
| **Al Amagad Private School** | **- English Teacher From 2006 – 2007:**  I taught English language for the fourth and Fifth grades / Primary level.  The second and the third grades / Preparatory Level.  - I have a good experience in dealing with students from different ages also I can help them learning English as a foreign language by using new methods and how to utilize it to identify new cultures. |

|  |  |
| --- | --- |
| **Computer Skills** | |
| Microsoft Office | Word & Excel, Internet Search, Outlook Email System. |

|  |  |
| --- | --- |
| **Workplace skills:** | |
|  | * Critical thinking * Problem-solving skills. * Innovative and Creative Thinking * High Communication skills * Teamwork * Self-Direction * Self-Learning * Literacy in global, civic, financial, economic affairs * Team player and able to understand people's different work styles. * Ability to work in a group or individually according to the job requirements. |

|  |  |
| --- | --- |
| **Personal traits:** | |
|  | * Self motivated. * Task oriented. * Hard working. * Ability to work under pressure. * Willing to travel abroad for short/long period. * I have a driving license in Egypt with good experience in driving. |

|  |
| --- |
| **Activities and Interests:** |
| Reading, Writing, Computer, Internet, watching English Movies and Music. |

About My Self

I fell always responsible, patient, I respect time, I accrete in work and I can work under pressure to achieve the target.