

Iman Rashad Mohamed

Address: shoubra - Cairo - Egypt
Telephone: 0201206555004//0201150532123
Email: eng.emanrashad@gmail.com

Profile

I am 27 years old, self-motivated, an energetic and hardworking professional with about 2 years in Executive secretary & sales on line in **Voxx company** for pharmaceutical and medical supplies & admin assistant in (**Xtrade for fairs**) and **2 years** of hands on experience in meeting coordinator and dissemination of health awareness and focal meeting for ladies
(Under supervision Community Development local Association)

Objective

I am looking for an excellent opportunity for having more experience and I am good learner for achieving the organization goals

Key Competencies

- Human resources
 - Communication
 - Social media
 - Teamwork
 - General Management
 - Microsoft office
-

Career Summary

From February 2018 till now: Administrative assistant in JRM for communications

Doing comply about tenders

Managing Attendance and departure for engineering and technicians

Following up the projects

Filing documents

Organizing meetings and managing databases

Booking transport and accommodation

Organizing company events or conferences

Dealing with correspondence, complaints and queries

Preparing letters, presentations and reports

Supervising and monitoring the work of administrative staff

Managing office budgets

Liaising with staff, suppliers and clients

Implementing and maintaining procedures/office administrative systems

Delegating tasks to junior employees

Organizing induction programming for new employees

Attending meetings with senior management

From January 2016 till Now: Inside sales Representative & Executive secretary VOXX Egypt.

⇒ **Job Description Includes: -**

Organizing meetings and managing databases

Booking transport and accommodation

Organizing company events or conferences

Dealing with correspondence, complaints and queries

Preparing letters, presentations and reports

Supervising and monitoring the work of administrative staff

Managing office budgets

Liaising with staff, suppliers and clients

Implementing and maintaining procedures/office administrative systems

Delegating tasks to junior employees

Organizing induction programming for new employees

Attending meetings with senior management

sourcing new sales opportunities through inbound lead follow-up and outbound cold calls and emails

Understanding customer needs and requirements

Routing qualified opportunities to the appropriate sales executives for further development and closure

Research accounts, identify key players and generate interest

Team with channel partners to build pipeline and close deals

Perform effective online demos to prospects

Online Administrative assistant VOXX Egypt.

Collaborate with development teams to discuss, analyze, or resolve usability issues.

Identify or address interoperability requirements.

Track, compile, and analyze web site usage data.

Document application and web site changes or change procedures.

Admin assistant X trade for Fairs

⇒ **Job Description Includes: -**

Answering and directing phone calls

Organizing and scheduling appointments

Planning meetings and taking detailed minutes

Professional Development

(February 2016)

MINI TOT

(2015)

HUMAN DEVELOPMENT

(2012)

INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL)

(2010)

AUTOCAD 2D

Education

(SEPTAMBER 2016)

Human Resources Management Certificate(HRMC)

CAME- center of accounting and managerial

(2008-2012)

Faculty of Agricultural Engineering, Cairo University

grad (good)

COMPUTER SKILLS :

Very good knowledge of Windows, Word, PowerPoint

Excel, and Excel advanced

LANGUAGE SKILLS :

Arabic: mother tongue

English: very good

Nationality	Egyptian
Date of birth	5/11/1990

References are available on request