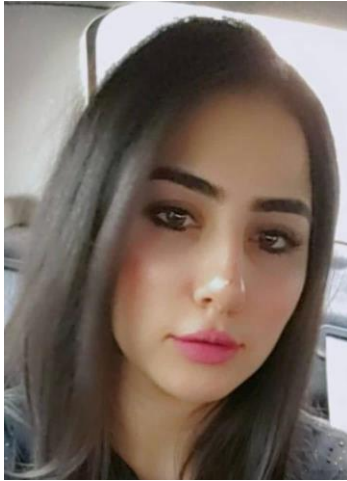


Curriculum Vitae



Naglaa Ahmed Mohamed

El Haram, Giza, Egypt.

Mob : 01124111881

E-mail : noga4377@gmail.com

▪ **Current Job:**

Dec 2021 – Jun 2022: Sales, Orascom construction

Tasks and Responsibilities:

- Maintain working relationships with existing clients to ensure that they receive exceptional service and to identify potential new sales opportunities
- Identify prospects, set appointments, make effective qualifying sales calls, and manage sales cycle to close new business in all service categories
- Possess in-depth product knowledge
- Prepare concise and accurate reports, proposals, booking packages, and other required documentation for executive-level presentations
- Achieve sales goals by assessing current client needs and following a defined selling process with potential buyers, often including product demos and presentations

April 2020 – May 2021: Secretary, Winner Group

Tasks and Responsibilities:

- Supports the management and administration with tasks and clerical duties to increase the efficiency of the office workflow.
- Help in providing information to employees and colleagues by sharing the required text, data, and graphics.
- Help edit, copy, transcribe, format, retrieve and transmit data, text, and graphics.
- Answer phone calls and take messages for the management or colleagues.
- Maintain the daily, weekly and monthly agenda to keep track of the workflow in office.
- Set up for meetings, appointments, and interviews.
- Keep track of employee information and maintain a database.

Jan 2016 - Sep 2019: Secretary, Al-Helaly Group.

Tasks and Responsibilities:

- answering calls, taking messages and handling correspondence
- maintaining diaries and arranging appointments
- typing, preparing and collating reports
- Assisting in graphic designing, layout and pre-printing processes.
- organizing and servicing meetings (producing agendas and taking minutes)
- managing databases.

▪ **Education and certificates:**

- Bachelor of Information System Advanced Academy, 2015

▪ **Languages:**

- Arabic: Native language
- English: Good

▪ **Computers Skills:**

- Microsoft Office: Excellent