



# Mona Ahmed Mahmoud

A hard worker and motivated yet organized person seeking to find a suitable position where i can utilize my skills, learn more and achieve goals.

## Contact

### Phone

01100044337

### Email

monaahmedd08@gmail.com

### Address

El-Nasr st. Alexandria, Egypt

## Education

2013

### Bachelor Degree

Damanhour University

Faculty of commerce

Accounting Major

## Skills

- Accuracy
- Time Management
- Organization
- Written Communication
- Scheduling
- Multitasking

## Language

Arabic

Native

English

intermediate

## Experience

### Online Company

#### Data Entry Pro

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

### Online Company

#### Real Estate Marketer

- Conduct market research to find answers about consumer requirements, habits and trends
- Brainstorm and develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Liaise with external vendors to execute promotional events and campaigns
- Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts
- Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV etc.)
- Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies
- Undertake individual tasks of a marketing plan as assigned

## Hobbies and interests

Social media browsing

Photography

Music