

MARIAM HOSSAM

SUMMARY

I have worked as a Teaching Assistant, interned with a lawyer, gained financial market experience at a securities firm, and worked as an Insurance Broker. I also have hands-on experience in Operations and Sales with an international shipping company.

I am eager to apply my skills in a dynamic environment and contribute to team success

WORK EXPERIENCE

Operations and Sales at Shipping United Aug 2024 – Present

- Managing day-to-day shipping operations and logistics coordination.
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- Communicating with clients to provide shipping solutions and close sales deals.
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- Ensuring smooth handling of shipments and resolving any operational issues.
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- Supporting both the operations and sales teams to achieve company targets.
- Operations and Sales at Shipping United

Insurance Broker at Alaa Hussein Insurance Office May 2024 – Aug 2024

Assistant Lecturer at El-Emtiaz Center Feb 2024 - Apr 2024

- Assisting the lecturer in preparing study materials and educational resources for lessons.
- Helping students understand difficult concepts and topics by guiding them and providing the necessary explanation.
- Assist in organizing educational sessions, seminars, workshops and tests.

Trainee at the Hazem Al-Serafi Law Firm Sept 2022 - Dec 2022

- Contributing to the daily activities of the legal office under the supervision of the office's lawyer.
- Help in Preparing legal documents such as certificates, contracts, and other legal documents.

CONTACTS

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Email

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Address

Kirdasah - Giza - Egypt

PERSONAL INFO

- Date of Birth: 21 – 11 – 2001
- Marital Status: Single
- Nationality: Egyptian

EDUCATION

Cairo University | 2023 – present Diploma in Social Law

Cairo University | 2023 Bachelor's degree in law. Grade: Good.

LANGUAGES

- Arabic: Mother Tongue.
- English: Good.

- Follow up on legal appointments and sessions scheduled for cases.

Trainee at Themar Securities Company

Jun 2022 - Jul 2022

- Providing administrative and organizational support to the work team in the Securities Department.
 - Dealing professionally with customers and providing them with technical and information support.
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PRACTICAL ACTIVITIES

- Volunteer at Ressala Charitable Society, 2023 - until now.
 - Volunteer at Athar Charitable Society, 2018 - until now.
 - Member of the trials at Cairo University, 2022.
 - Member of ASME Public Relations Section, 2022.
 - Member of MUS at Cairo University, 2021.
 - Member of ALUMN, Arab League Simulation Model, Human Rights Department, 2019.
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PERSONAL SKILLS

- Ability to adhere to deadlines and assigned responsibilities.
- Ability to work effectively with others on the team.
- Ability to understand the needs of students or colleagues and respond to them appropriately.
- Ability to organize tasks and manage time effectively.
- Ability to communicate clearly and understandably with students, clients and colleagues.
- The desire to provide work with the highest levels of quality and excellence

