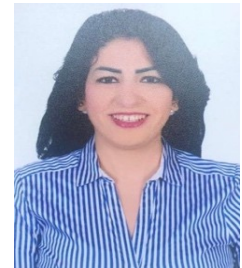


Curriculum Vitae

Its an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contributing in the development of this corporation.

Personal Information

Name : Nancy Saied Samy Ataya
Nationality : Egyptian
Date of Birth : March .13,1984
Place of Birth : Cairo, Egypt
Sex : Female
Marital Status : Single



Contact Details

Address: The third
assembly, the fourth
locality, the first area of Al-
Qatmeya

Mob : +20 0106 5539 856

Email :

nancy.samy14@gmail.com

Objective

Work in a challenging environment in a business company or organization in the Graphic , Computer , Foreign Trade & Accountant field where I can utilize my capabilities to advance in my career.

I am self-motivated, ambitious and eager to learn. I am a responsible individual with strong communication skills and work ethics besides being creative, focused and highly determined. I am willing to take responsibility and work independently. At the same time, I can work well in teams.

Looking for both personal and professional growth makes me capable of working confidently under pressure. Being bilingual gives me the chance to function efficiently in both English and Arabic. My background and growing up experience has given me a deep insight in the culture and society together with a wider scope in the *world of business*.

Education

- . Diploma in Administration and Secretarial
- . Private diploma in IATA / UFTAA GDS FARES & TICKETING

Languages

English	:	Fluent
Arabic	:	Mother Tongue

Computer Skills

- Multi Computer user
- . ICDL Certified
- . TYPING SKILLS
- . English & Arabic
- Professional using (Word – Excel – PowerPoint)

Typing Skills

English	:	excellent
Arabic	:	excellent

Work Experience

From 4/2004 until 6/2005

Secretary and personal assistant

M/s . Modern khan trading company (Dubai)

- . Assistant the manager in handling the internal confidential matters .
- . Fix appointment and arrange meeting for the manager.
- . Provide a high level of customer service and satisfaction, ensuring that both Internal and external customer received a quick response to their inquiries .
- . Make travel arrangement.
- . Responsible for the day to day office operation and assisting the General Manager with different activities.
- . Schedule / Coordinate all meeting, Appointments, Seminars and Business Flights for Management .

. Retrieve and Review faxes , Emails and distribute to staff and other department.

From 7/2005 until 8/2008

Receptionist & Guest service Agent

SHERATON HOTEL & TOWERS of DUBAI

5 star hotel with rooms, 5 Restaurant, Executive floors, banqueting facilities for up to person and fully equipped with health club .

Nature of work : Establishing and directing business inquiries and deals to relative department, based on the company's needs and hotel benefits .

- . Take care of corporate group offers.**
- . Handling quests with utmost care and importance.**
- . Assisting and giving full administrative support to front office manager.**
- . Co-ordination business trips, hotel, tickets booking . Planning and coordinating the day-to-day activities of the department with other work units / departments . .**
- Regularly entertaining the guests driving them feel comfortable plus arranging there needs .**
- . Receiving and processing telephone calls, providing general information to clients and public, sorting and routine incoming calls and documents . . Managed Business Center, Tower lounge attending all VIPs. - Sales cum**

Receptionist

EXIBITIONS PROMOTER (Usher) Cairo, Egypt

- . Responsible for general running of the office.**
- . Provide full administrative assistant to the president.**
- . Provide interpretation service during negotiations with foreign partners.**
- . Looking after all the office administration, handle sales calls .**
- . Handel a counter with our flyers and to interact with guest .**
- . Having the experience of promoting companies dealing in fashion shows , Electronics , network , Mobile phones.**

From 11/2008 until 11/2009

Indulge Tourism company

Sales & Marketing (Cairo - Egypt)

- . Supervising staff .**
- . Preparing tourist or visitor information .**
- . Producing promotional material and displays .**
- . Managing budgets**
- . Writing reports , business plans and press releases .**
- Making presentations .**

- . Maintaining statistical and financial records.
- . Undertaking day-to-day center management and administration.
- . Liaising with local businesses and the media .
- . Market research.

From 1/2010 until 3/2011

I B C (international business communication company)

Sales & Marketing

Cairo - Egypt

- . Empathy with their client .
- . Long - term relationship- building skills .
- . The ability to work with people in other departments of their company.
- . In - depth knowledge of the market .
- . A dedication to customer service.
- . The sales people who will succeed have empathy with their client
- . give them the impression that you are enthusiastic about talking to them they want too feel that you would rather be talking to them than anyone else when you give them the impression that you are excited about them you make them feel better about themselves as .
- . Responsible for coordinating with existing dealers the company .
- . Taking orders of the xxxx product from the dealer .
- . Updating dealers about the change in product price and new product launch .
- . Meeting the existing customers.
- . Meeting the new target customers and converting them into customers.
- . Solving the problem and queries of existing dealers and customers.
- . Searching for new dealers .
- . Giving all the details of the company to the upcoming dealers and explaining them policies for the dealership.
- . Organizing events at the dealers place to attract more customers.
- . Meeting dealers on daily basis and helping them in finding customers.
- . Making daily call reports and sending them to the seniors .
- . Attending meetings and monthly closing at district office .

From 5/2011 until 4/2012

4- Architect Egypt & N . Africa CO

Account Manager

Egypt - Cairo

- . the responsibilities of an account manager very depending on the needs of the client and the nature of the company
- . identifying potential new clients and business opportunities.
- . Generating ways to attract new clients .
- . Liaising with client to identify their needs .

- . Dealing with client requests .
- . Designing marketing strategies and media proposals for a product or service .
- . Ensuring that client pay on time .
- . Ensuring that company outgoing are paid on time .
- . Communicating client agendas to other members of staff .
- . Maintaining a good understanding of client and their business strategies .
- . Acting as the first point of contact for company clients .
- . Setting up meeting .
- . General administrative duties.
- . Giving presentations .
- . Selling products and new campaigns .

From 5/2012 until 4/2013

Alu - Metal

Advances Architectural products

Sales & Marketing

Egypt - Cairo

- . • Assists in the development and implementation of marketing plans .
- Conducts one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive's sales and activity performance. • Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
- Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.
- Creates and conducts proposal presentations and RFP responses.
- Assists Account Executives in preparation of proposals and presentations.
- Controls expenses to meet budget guidelines.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.

From 6 /2013 until 10/2015

WAJHAT

Advances Architectural products Business Development

Unit .

Egypt - Cairo

- Assists in the development and implementation of marketing plans .
- Conducts one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive's sales and activity performance. • Provides timely, accurate, competitive pricing on all completed prospect applications

submitted for pricing and approval, while striving to maintain maximum profit margin.

- **Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.**
- **Creates and conducts proposal presentations and RFP responses.**
- **Assists Account Executives in preparation of proposals and presentations.**
- **Controls expenses to meet budget guidelines.**
- **Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.**

From 10/2015 until Now

Alu - Master

Advances Architectural products

Sales & Marketing Manager

Egypt - Cairo

- . • **Managing the development and implementation of marketing plans .**
- **Conducts one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive's sales and activity performance. • Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.**
- **Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.**
- **Creates and conducts proposal presentations and RFP responses.**
- **Managing the Account Executives in preparation of proposals and presentations.**
- **Controls expenses to meet budget guidelines.**
- **Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.**

Training courses

- Trainee as Accountant in **Misr Travel Company.** -
- Trainee as Accountant in **Nile Crocodile Cruises.**

Certificates

- English courses (IBC Center)
- ICDL (Helwan UNIV.)

- Introduction MS-Dos / Windows2000 (MCI Center)
- Internet (user – searcher) (MCI Center)

Hobbies

- Drawing. ● Reading.
- Swimming

Sports

- Football , bikes and Basket ball.