

Rana Ashraf Mahmoud Hamza

damoonrana@gmail.com
+201117317518 - +201067990015
Cairo, Egypt
32
El - Maadi



personal information

Date of Brith : May 8, 1989
Place of Brith : Cairo, Egypt
Nationality : Egyptian
Marital Status : Married



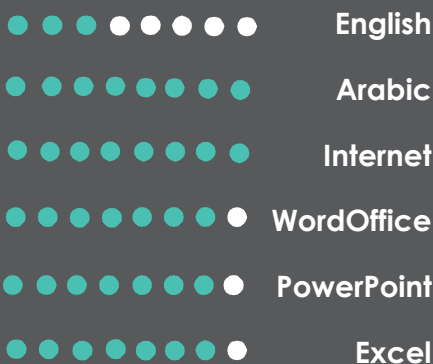
Education

2003-2006
Al-maadi secondary school
Literary specialization

2006-2010
Faculty of Social Servies
Bachelor of Psychology
Helwan University



C. Skills



interests



Tennis



Travel



Photography



Cinema



Work experience

Al-Hassan and Al-Hussein
Group for Industrial and
Commercial Investment |
Admin E-Marketing
management – Purchases
Official

May/2020-Until now

- Develop and implement a strong e-marketing plan that helps increase brand appeal, Determines the current and future goals of the e-marketing department.
- Designing and reviewing the e-marketing department's budget.
- Building relationships with the media and preparing public relations strategies in a creative way.
- Monitor and monitor all marketing campaigns electronically and provide suggestions for improvement.
- Preparing reports on a regular basis to measure the extent to which marketing objectives are being achieved electronically.
- Conduct market analysis to identify challenges and growth opportunities available to the group.
- Overseeing the recruitment and employment procedures required for the e-marketing department and Monitor and follow up on competitors.
- Activities, Searching for the best services for the lowest prices in order to make the most of the services and products required in the administration and the group in general...etc.

El-Hashmia Master for General Supplies |
Director of the Office of the
Chairman and Managing Director
–
Public Relationship Manager

Oct 2019 – Mar 2020

- Coordinating and organizing meetings of clients and companies dealing with them and attending them to record important points and review them with the Chairman of the Board of Directors and Managing all public relations with companies and officials on behalf of the office of the Chairman of the Board of Directors.
- Managing public relations with the company's clients, whether they are people, companies or government agencies that are dealt with in the import movement carried out by the company...etc.

Fine Serve Company |
Front Desk Receptionist –
Administrative Manager

May 2018 – Sep 2019

- A company working in all types of publications attached to a digital and engineering printing press with the latest machines.
- Receiving customers and helping them receive the available services of black and white or color prints on all paper materials available in the market, in addition to choosing the appropriate gifts from the gifts section according to the occasion.
- Develop price plans and various offers and a detailed study according to the category of clients dealt with, and discuss them with the heads of the company's board of directors to work with them.
- Scheduling accounts and inventory.
- Administrative supervision of the workflow inside the printing press, giving purchase orders to suppliers, following up on the maintenance center of machines, solving problems, if any, and creating a distinctive spirit and character to connect customers with the company...etc

Sues Canal Life Insurance |
Sales Manager

Mar 2016 – Apr 2018

- Company engaged in the field of property, Medical and Life Insurance.
- Follow up on the existing team of managers under my management from developing marketing plans to achieve the goals and supervising their follow-up to the existing team under their management in terms of directions, supports and enhancements of their communication skills and the marketing skills required to achieve the goals of the team and the parent company...etc

Libano-Suisse Takaful Egypt |
Team Leader –
Sales Manager

Oct 2014 – Dec 2015

- Company engaged in the field of Medical and Life Insurance.
- Training and following up the work team under my management on marketing, supporting and guiding them to achieve the team's goals and the company's goals.
- Follow up on the existing team of managers under my management from developing marketing plans to achieve the goals and supervising their follow-up to the existing team under their management in terms of directions, supports and enhancements of their communication skills and the marketing skills required to achieve the goals of the team and the parent company...etc

Tokio Marine Egypt Family
Takaful S.A.E | Financial
Representative –
Team Leader
May 2009 – Sep 2014

- Company engaged in the field of Life Insurance.
- Marketing the company's insurance policies, while studying customers and their various insurance needs in proportion to the annual income of each of them separately.
- Training and following up the work team under my management on marketing, supporting and guiding them to achieve the team's goals and the company's goals...etc

Qualitynet Technology
and Network | Front Desk
Receptionist –
El_Maadi branch
Manager
July 2006 – Mar 2009

- Company engaged in the field technology branches – Its upscale niche initiates field an more than 100 employees in all depart. Receiving customers and knowing their needs to help them choose the most useful product according to the needs of each customer separately.
- Managing the El-Maadi branch and supervising the direct and indirect sales departments, directing them and supporting them to achieve the objectives of the branch and the parent company...etc