

# Nada Alaa Eldeen Abd Elfatah

13 Geninah Elshrief ST. Ain Shams Cairo.

+2 01091939373

nada.alaa247@gmail.com



## Objective

I am seeking a challenging position, where I can utilize my skills, talents, education and Job experience for the benefit of such reputable organization.

## Educational Qualifications

<b>Qualification</b>	: Faculty of commerce – Accounting major.
<b>University</b>	: Cairo university.
<b>Graduation year &amp; total Grade</b>	: 2012 & Good

## Certificates Acquired

- Advanced English from AMIDEAST
- Banking and economy from Cairo University.
- ICDL Course from "Syllabus "
- Helping hand course from Cairo University
- Stock from Cairo University.

## Job History

<b>Employer</b>	: OMO
<b>Job Title</b>	: Social media moderator and Web Administrator Customer quotation specialist
<b>Hiring Date</b>	: March 2022 till March 2023



### Job Duties & Responsibilities

- Reviewing comments to ensure they are appropriate before allowing them to be published on the site
- Monitoring social media platforms for breaking news stories and publishing relevant content on the company's website
- Monitoring web statistics such as unique visitors, page views, and repeat visitors to help determine advertising effectiveness
- Posting new content on social media sites such as Facebook, Twitter, Instagram, or other sites as needed

- Participating in online conversations with customers or potential customers through social media channels such as Facebook and Twitter
- Scheduling posts on social media sites to increase exposure to target audiences
- Builds estimate, and prices standard and special jobs at a level that keeps our products competitive and maximizes profit.
- Works together with multiple departments (i.e., engineering, production, QA, shipping) as needed to ensure accurate quotes and lead times.

---

**Employer** : Sultana Group ( I-watch department)  
**Job Title** : Online marketing executive.  
**Hiring Date** : February 2016 till October 2018



**Job Duties & Responsibilities**

- Planning, developing and implementing effective marketing communication campaigns.
- Using the full marketing mix for the company's marketing communications
- Monitoring ongoing campaign spend against the budget, keeping accurate records and highlighting where variances occur.
- Collate and report back monthly on performance statistics for all digital communications across all channels, using these statistics to influence future digital activity.
- Managing the content diary for social media content.
- Keeping up to date with changes and advances in social media and advising on new channels and approaches to adopt.

---

**Employer** : Almanara modern schools  
**Job Title** : Accountant.  
**Hiring Date** : June 2013 till February 2016



**Job Duties & Responsibilities**

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.

## Skills

- Languages**
- **Arabic** : Mother tongue.
  - **English** : Very Good.
- Computer Skills**
- Excellent Microsoft office (Word, Excel, PowerPoint and Outlook).
- Relevant Skills**
- Fast learner and eager to learn.
  - Ability to analyse and solve problems with excellent mathematical and logical reasoning skills.
  - Organizational, Time Management and Job task planning skills.
  - A Team Player and a good leader as well with capability of working under pressure and handling multiple-tasks.
  - Presentation skills.
  - Appreciate responsibility.
  - Dedication and willingness to walk the extra mile to achieve excellence.

## Personal Data

**Date of birth** : May 05,1991  
**Marital status** : Married

## References

All references are available upon request.