

HEBA DIAB

Assistant Manager & Digital Marketing Assistant

EDUCATION

Faculty Of Arts
09/2011 – 05/2015
Department Of Psychology

CONTACT

PHONE:
00201289663562

EMAIL:
Hebadiab22.hd@gmail.com

ADDRESS

Bahary, Alexandria - Egypt

PERSONAL INFO

Date Of Birth
09/1993

SUMMARY

Service leader with business knowledge and management experience to positively impact team operations. Versed in industry best practices and business operations and always looking for opportunities for improvement. Energetic and reliable Office Manager skilled at working with diverse groups of people. Strong track record of motivating teams to achieve project goals. Expert at administrative processes and office procedures.

WORK EXPERIENCE

AlMallwany Home Depot - Assistant Manager

07/2021– 01/2023

- I worked on WordPress Platform outsource/WooCommerce.
- Editing, Content creator, Store Manager products.
- Advertiser, Create Facebook Ads (Campaigns).
- Moderator.
- Assisting the manager in organizing, planning and implementing strategy.
- Coordinating retail store operations Ensuring store schedules and objectives are met by employees.
- Supervise and motivate staff to perform their best.
- Handle complaints.
- Data entry on ERP system.
- Created and maintained spreadsheets using Excel.

Reesh Na3am - Digital Marketing Assistant

11/2020 – 07/2021

- I worked on WordPress Platform outsource/WooCommerce.
- Editing, Content creator, Store Manager products.
- Created content for Facebook, including ads, organic posts, stories and videos.
- Responded to emails, private messages and comments on Facebook platforms, ensuring consistent brand voice was applied.

BRIMORE E-COMMERCE COMPANY - Sales Account Manager

03/2017 – 05/2020

- Worked as a sales agent and Upgrade to supervisor and Upgrade to Sales account manager.
- Teaching women to use social media to attract new members to their groups.
- Proposed and helped implement new and innovative strategies to meet and exceed department's profit and revenue targets.

- Researched prospective clients to develop and execute cold call lists.
- Collected, analyzed and summarized information to submit weekly, monthly and quarterly reports within agreed deadlines.

Nursery - Teacher Trainee

08/2015 – 06/2016

- Assigned and graded class work, homework and tests to further assess student progress and identify areas for improvement.
- Boosted learning and knowledge by attending regular training and workshops and applying new expertise within lessons.

SKILLS

Language Skills

04/2016 – 05/2017

ENGLISH COURSE, (NORTHERN MILITARY DISTRICT)

8 LEVELS GOOD COMMAND OF ENGLISH LANGUAGE

Computer Skills

02/2016 – 04/2016

ICDL - FACULTY OF EDUCATION

Other Skills

Ability to work in a team

Good communication skills

Good research abilities

Self-motivated

Self-learning skills

Flexible

Ambitious

Digital marketing

General office administration

Customer relationship building

Problem-solving

Google Workspace

Bookkeeping

Customer Rapport

Work under pressure