



Shimaa Mohamed

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📍 Egypt, Cairo

♥ 01-01-1995

LANGUAGES

- Arabic: Mother Tongue
- English: Very Good
- French: Good

COMPUTER SKILLS

- Microsoft office
- Internet
- Windows

SKILLS

- Marketing
- Leadership
- English
- Problem Solving
- Customer Service
- Training
- Management
- Sales

► OBJECTIVE

To contribute to team success through hard work, attention to detail and excellent organizational skills. Highly skilled in client relations. Motivated to learn, grow and excel.

► EDUCATION

Bachelor of Arts – French Department
Minya University

General Diploma in Education
Assuit University

► EXPERIENCE

**I have been working in the marketing field for more than 5 years
From 2017 to 2022**

**In digital marketing and affiliate marketing in 3 marketing
companies**

Sales manager

Responsibilities:

- Responsible for leading sales teams to reach sales targets.
- Hiring and training team members, setting quotas, evaluating and adjusting performance, and developing processes that drive sales.

Marketing manager

Responsibilities:

- Responsible for developing, implementing and executing strategic marketing plans for an entire organization.
- Represent the marketing team to cross-functional groups including product management, sales, or customer support.

HOBBIES

- Reading
- Travel
- Learning
- Writing and analyzing
- Photography

Administrative assistant

Responsibilities:

- Greet clients and make them feel comfortable, both in person and over the phone.
- Provide recommendations according to customer needs or preferences.
- Maintain front desk and verify that orders are placed as necessary to ensure necessary supplies are available at all times.

Sales and marketing specialist

Responsibilities:

- Develop, implement, and track marketing programs such as email, social media, or digital campaigns, and events.
- Collaborate with other internal teams to develop and monitor strategic marketing initiatives.
- Analyze and report on the performance and efficiency of campaigns.
- Conduct market research and analyze trends to identify new marketing opportunities.

Assistant manager

Responsibilities:

- Meet regularly with management to report and plan strategic plans for team objectives.
- Manage controllable expenses and supplies within approved budgets to achieve profitability targets.
- Fill in for senior management in their absence, managing budgets, and coordinating schedules.

▷ **COURSES**

- **ICDL**
- **Digital Marketing**