



Sara El-Tobgy

Production account manager

SEEKING AN OPPORTUNITY IN THE PRODUCTION, AND MARKETING DEPARTMENTS TO UTILIZE MY QUALIFICATIONS AND ENHANCE MY SKILLS THROUGH A MULTINATIONAL ORGANIZATION WHICH ENCOURAGES CONTINUOUS EDUCATION AND DEVELOPMENT OF IT'S EMPLOYEES, AND THROUGH WHICH I CAN INTERACT AND WORK EFFECTIVELY IN A DYNAMIC ENVIRONMENT TO IMPROVE MYSELF.

- 📞 01149991993
- ✉ saraheltobgy1@gmail.com
- 📍 Pyramides Garden, Giza

SKILLS

- GOOD COMMUNICATION & PRESENTATION SKILLS.
- WORKING UNDER STRESS WITH
- TIME MANAGEMENT
- TEAMWORK.
- PROBLEM SOLVING.
- DETIAL ORIENTED.

COMPUTER SKILLS

- EXCELLENT MICROSOFT OFFICE USER (WORD, EXCEL, AND POWERPOINT).
- EXCELLENT IN DEALING WITH (INTERNET, SEARCHING AND EMAILING.
- SAP SYSTEM.
- SQL FOR DATABASE ANALYTICS & BUSINESS INTELLIGENCE.

EDUCATION

- **DAR ELHANAN LANGUAGE SCHOOL**
GRADUATED IN 2014
- **AKHBAR ELYOUM ACADMEY**
2016-2020

LANGUAGES

- ARABIC : NATIVE, WRITTEN & SPOKEN
- ENGLISH : EXCELLENT, WRITTEN & SPOKEN

EXPERIENCE

May 2022 - Present

PRODUCTION ACCOUNT MANAGER

Don media productions

I am responsible for managing client accounts within my agency, ensuring their satisfaction and successful project delivery. I'm coordinating with clients and internal teams, handling budgets and timelines, and serving as the primary point of contact throughout the production process. My role involves building strong relationships, overseeing project coordination, and providing exceptional client service to drive the success of my agency.

2020 - 2022

Financial coordinator & Social media Moderator.

Trident designs for furniture & Interior Designing

I manage anything related with the financial statements and the expenses and the profit that comes from the orders and the materials, also I'm responsible for the pages on the social media such as (Facebook, Instagram, WhatsApp).

Aug 2021 - Nov 2021

Account receivable & payable

RWK

I used to manage the payments of the company on the SAP system.

MAR 2021 - MAY 2021

TELESALES & ADMIN

Ridge Real Estate

I used to contact customer and offer them apartments as what they need.

AUG 2020 - FEB 2021

CUSTOMER SERVICES REPRESENTATIVE

Real soft house

I used to answer the customers query about the courses that we have and the fees.

Trainings

SEP 2021

ONLINE BANKING AT RKW, FINANCE DEPARTMENT.

AUG 2021

SAP SYSTEM AT RKW.

JUL 2018

SUMMER TRAINING AT TREASURY DEPARTMENT, CREDIT AGRICOLE EGYPT BANK.

JUL 2017

ACCOUNTING TRAINING AT PEG ACCOUNTANTS & CONSULTANTS.

MAY 2017

INTRODUCTION TO ALAMEEN SYSTEM AT MG FOR SOLUTIONS.

Courses

- MYSQL FOR DATA ANALYTICS AND BUSINESS INTELLIGENCE, UDEMY CERTIFICATION.
- FINANCIAL ANALYST COURSE 2020, UDEMY CERTIFICATION.