

# Ayat saad kamal

Cairo, Egypt

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## **Summary**

- Versatile professional with a robust background spanning operational leadership, sales administration, and education counseling. Currently excelling as an Operation Officer, diligently tracking service providers, monitoring activities, and ensuring timely client services. Concurrently, serving as a Sales Admin, and previously showcased skills as an Administrative Education Counselor. Demonstrated expertise as a Sales Account Manager, efficiently addressing customer requests for software and hardware solutions.

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## **Work Experience:**

### **Operation officer at Hakeema health care Since July 2023 till now:**

- Tracking and follow up service providers according work instruction and polices
- Monitoring of tracking panel for all activities
- Coordinating and providing the services to the client on time

### **Sales Admin at Unival Company Since October 2022 till now:**

- Handling customer requests regarding factories operational materials requirements
- Handling costumer requests from the pipes and fitting pipes
- Operational Stock and warehouse Support

### **Administrative education counselor at Egytefl organization Since march 2022 to august 2022 :**

- Reaching the outside universities to handle with their requirements regarding new students from Egypt

### **Sales Account Manager at Global It Company Since July 2021to February 2022:**

- Handling customer requests to fit their Software /Hardware items

## **Skills**

Communication skills, Computer literacy, Time management, Microsoft Office, Microsoft Outlook, English, Microsoft word, Customer service, Ability to handle multiple tasks, A team player

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## **Courses**

Social media diploma with **IMFND** included (Social media strategy – Content creation – Facebook and Instagram ADS )

Digital marketing from **Udacity**

Digital marketing from **Google**

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**Education:**

Arts mass communication department  
( Ain Shams University • Cairo09/2021)  
Graduated from faculty of arts mass communication with degree excellent

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**Languages**

Arabic native

English very good spoken and written