



**Mariam Awadalla Ibrahim**

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### Career Objective :

Graduated 2019, seeking for a challenge position to build a good experience in my career and to reach the highest stage of development, to put my mark in life, to work to reap the highest level in the extraction of human resources and to be one of the most effective people at my workplace.

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### Education :

(2015-2019) Bachelor from Faculty Of Economics & Management - 6 October University - Economics department

Grade (B) , Project "The impact of small enterprises on unemployment" (A-) Degree

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### Work Experience :

- **(December 2020 - present) District coordinator at NBE.**
  - a) Coordinating the work between the sales departments and ensuring their commitment to the sales plans set by the management.
  - b) Preparing daily sales reports for the regions.
  - c) Preparing and following up daily sales throughout the month and year and their comparisons.
  - d) Preparing monthly and quarterly sales reports.
  - e) Follow up the incoming and outgoing correspondences and correspondences with the district manager's office.
  - f) Preparing and printing all circulars issued by the Sales Department.
  - g) Inform the team of the circulars issued by the Sales Department and follow up their implementation.
  - h) Collecting, coordinating and preparing the estimated sales for the sales department and submitting it to the sales manager.
  - i) Preparing and reviewing the monthly targets and investigators for the branches.
  - j) Processing the monthly target for new branches according to the system.
  - k) Distributing the monthly target to regions and regions, and following up on its achievement.
  - l) Reviewing more than 100 credit cards daily in terms of salaries and completing customer data.
  - m) Preparing daily reports for loans and credit cards daily.
  - n) Paying attention to closing the months after their expiry in a correct and orderly manner, and keeping them for reference in the time of need.
  - o) Any other work assigned to me.
- **(2019 - 2020) Direct sales at Attijariwafa bank.**
  - a) Building relationships and permanent communication with clients.
  - b) A detailed explanation of all the products and services of the bank working in it, and encouraging customers to purchase them.
  - c) Taking care of customers' problems and helping to solve them, and transferring complaints and suggestions to the bank's management.
  - d) Looks at the individual or business buying needs of a customer.
  - e) Adjust sales methods based on new testing and insights in the field, prepare clear action plans (daily/weekly/monthly) and make periodic improvements to them.
  - f) Keep your monthly or bi-monthly goals to a minimum.
  - g) Complete market research and monitor competitor activity.

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### Accomplishments:

- I was, and still am, looking for progress in my life.
- I studied Diploma in Human Resources
- I have developed my skills in more than one field, such as body language and graphology
- Course in Behavior Modification, Psychological Counseling, TOT, Marketing, NLP 1-2-3 and coaching
- AIESEC Volunteer (travelling experience in Romania for 2 months) I traveled on a training trip in Romania, specifically Sibiu. I taught English to students there, and it was an opportunity to deal with different people and different cultures.
- Achieved revenue objective by implementing cost-cutting measures.
- Member of Enactus O6U from 2016 to 2019.
- Training in Egypt-air Holding Company in the Human Resources Sector 2019.

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### Certifications:

- (17/10/2021 – 3/11/2021 ) the educational course for strategic studies and national security held at the National Defense College from “ Nasser Military Academy”.
- (31/8/2019 – 30/9/2022 ) Licensed or ID to practice coaching from “ British foundation” .
- (9/4/2019) Certified Training in “Egypt-air Holding Company” in the Human Resources Sector.
- (8/11/2018)Developing students' awareness regarding current political and economics affair from "6 October University .
- (10/11/2018- 5/12/2018) The first level of stock market (technique analysis) from "6 October University ".
- (9/9/2018 ) Human Development Diploma " from British Foundation ".
- (29/9/2018) Mini master's in human resources " from EDMOR E-learning university ".
- (29/9/2018 ) Human Resource Diploma " from British Foundation " and HR specialist ID.
- (28/4/2018 – 5/5/2018 ) Developing awareness and abilities of young people and qualifying them for the labor market from"6 October University".
- (26/6/2017 – 4/8/2017 )Global community development and education program exchange " from Faculty of medicine, SIBIU, Romania ".

### Personal skills:

- Analytical skills, Time management skills, Technical skills, Teamwork skills, Creative thinking skills.

### Soft skills:

- Interpersonal Skills, Communication, Problem Solving, Leadership, Management skills.
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### Skills summary :

#### Hard skills:

- Marketing skills

#### Language skills :

- Arabic (Mother tongue )
- English (very good at spoken and written communication )
- Italian & French (Beginner)

#### Computer skills:

- Excellent command in Microsoft office (word – power point – excel)
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### Activities:

- Travelling
  - Design
  - Learning new languages
  - Reading
  - Drawing
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### Personal information:

Nationality : Egyptian

Date of birth: 09/06/1996

LinkedIn profile: <https://www.linkedin.com/in/mariam-awadalla-0a0a72170>

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### References:

References available upon request