

PERSONAL

Name
Merna Gamil Kamel

Address
10 Ammar st. - kolyet el Zeraa -
Shubra el Balad
11511 Cairo

Phone number
01281300913

Email
meromora419@gmail.com

Date of birth
18-04-1994

Place of birth
Cairo

Gender
Female

Nationality
Egyptian

INTERESTS

■ Playing violin 🎻

LANGUAGES

English ★ ★ ★ ★

MERNA GAMIL KAMEL

I am looking for a challenging position to provide the company and the team the best of my solutions providing abilities which demands excellent and proficient aptitude in terms of technical and analytical skills. Also to work in an environment that helps me in enlarging and enhancing my skills and knowledge.



EDUCATION AND QUALIFICATIONS

Oct 2013 - Jul 2017 **D+**
Helwan University, Cairo
Social work



WORK EXPERIENCE

Sep 2017 - Feb 2018 **Admin assistant**
Gemello group, Misr El Gdida
It was a company working in woods for doors and home furniture
I was responsible for revising mail , manger office and all his appointments and schedules , making price list for our projects and handling our engineers their projects, our company needs , making our company speech, revising our projects and making full details about, printing A3 cad files for our engineers

Oct 2018 - Feb 2019 **Telemarketing**
A F S company (Automotive fleet service), Misr El Gdida
It was a company for truck imported spare parts for Man, iveco, mcv and volvo and sells for companies that have big amount of trucks
I was responsible for searching for companies that have trucks with internet and our data base of clients and companies and contacting them for more details and amount of parts that they need and schedule with them an appointment to send them our sales man and take review from them and handling their problems after the meetings

Oct 2021 - Present **Social media modretor**
El Mahaba group, Shoubra elkhima - Misr El Gdida
It is a company working in plastics from its original material to making a footwear products and it have 3 places and factory
I am a social media moderator for marketing for our brand "arrow" in our market responsible for handling our customers and making orders in our website , handling shipping companies, posting on our social media platforms e.g Facebook, instagram, Tik Tok , YouTube and WhatsApp, handling and questions and messages on chats , revising orders , making weekly and monthly reports for our selling , revising our websites for any bug and missing items , contacting bloggers to make advertising campaigns, making surveys with our customers to avoid any faults and improve our products and experiences.



SKILLS

Microsoft word ★ ★ ★ ★ ★

Microsoft excel ★ ★ ★ ★ ★

Microsoft power point ★ ★ ★ ★ ★