

YASMIN ADEL METWALY

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Objective

An Energetic and hard-working individual looking for a challenging position in a reputable company to expand my knowledge, skills and to gain more practical experience, along with working across multiple stakeholders to further the growth of the company.

Experience

- **Hope center** 2016 - 2019
Secretary and public relations
Organize and schedule meetings and appointments. Make partner with HR to maintain office policies as necessary. Organize office operations and procedures. Coordinate to maintain and provide all office equipment. Manage relationships with clients, vendors, and service providers, ensuring that all items are invoiced and paid on time. Responsible for following up n all pending operations with customers or suppliers annd ensuring that they are carried out accurately. Provide general support to visitors. Responsible for creating PowerPoint slides and making presentations. Review correspondences and transactions delivered to CEO's office ensuring their systematicc validity and also writing the required explanations on them, submitting them or referring them to the related departments' managers and departments heads and following what actions have been made. Manage the in and out communications system such as; telephone calls received and messages reception, transactions etc. Manage executives' schedules, calendars, and appointments. Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, and filing systems are designed. Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office. Allocate tasks and assignments to administration staff and monitor their performance. Participate actively in the planning and execution of company events.
- **Egyptian museum** 2019 - 2020
Tour guide
 - ✓Description of places, monuments and statues for tourists
 - ✓Receiving and welcoming tourist groups
 - ✓Accompanying a group of people around the museum
 - ✓ using communication skills
 - ✓Make plans for the tourists
- **Elahram newspaper** 2020 - 2021
Administrative in microfilm
 - ✓Using the computer and working in the field of archiving,
 - ✓ in addition to managing the meeting with clients and developing a weekly plan to pass the target.
 - ✓Making daily reports
 - ✓ using communication skills with clients
 - ✓ Creating new ideas to work differently, breaking the daily routine,
 - ✓using marketing skills, and obtaining other agreements
 - ✓Manage executives' schedules, calendars, and appointments. Responsible for ✓managing office services by ensuring office operations and procedures are organized, correspondences are controlled, and filing systems are designed. ✓Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office.
 - ✓Allocate tasks and assignments to administration staff and monitor their performance.

- **CEO business school**

2021 - 2022

Sales and education advisor

- ✓Communication with clients And solve their problems and apply for a master's degree in business administration
- ✓Create new ideas and messages to communicate with customers and create different ways to use marketing skills
- ✓Using public relations skills in selling
- ✓using marketing skills
- ✓Directing students to the best for them, advising and guiding them
- ✓ Making decisions, developing daily plans for the team, organizing time
- ✓Responsible for creating PowerPoint slides and making presentations

Education

- **University: ain shams**

2020

Degree : very good

Faculty of Arts, Department of Egyptian Archeology

Skills

- ✓storing communication skills ✓Teamwork Player. ✓Self-Learning skills. ✓Eager to learn and grow. ✓problem solving ✓work under pressure ✓strong customer service ✓multitasker ✓gain experience and knowledge quickly ✓content creator ✓creativity ✓planning and organizing ✓great marketing skills

Achievements & Awards

- *Certificate of appreciation in the press debate *Certificate of appreciation in the press interview *Certificate of Appreciation in Tourist Guidance *Certificate of appreciation in culture and activities journalist

Language

- • Arabic. : Mother tongue • English. : Very good

Training And Course

- ✓Attended training about seller and customer psychology, negotiation skills, emotional intelligence, sales tactics at Ceo business school
- ✓ Attended English course at the Bright minds
- ✓Attended English course at sye
- ✓Attended training about Tourist guides at Egyptian museum and Vitor
- ✓Practical training on journalistic activities and various press interviews at Journalists Syndicate
- ✓ marketing at CEO business school