

Nourhan Saeed Ahmed Saad Elsafany

Contact

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Janakles–Alexandria,Egypt

DOB:25-8-2000

Education

Professional Diploma in Digital Marketing 2023 From AAST Egypt .

Alexandria University,2022
Bachelor in Commerce & business administration
English Section Major,financial management,
Grade : Very Good

High School,2018 at
EL-Ekbal National College

Language Skills

Arabic: Mother Tongue
English: Excellent reading, speaking and writing.

Knowledge & Skills

Customer orientation
Negotiation Skills
Creative & Ambitious
Analytical & Mathematical Skills
Speed & Accuracy
High Computer skills
Interpersonal & Communication Skills

Objective

Seeking a new challenge where I can utilize my knowledge and have a continual improvement to my skills through out a motivational environment that helps me to move through different opportunities that may improve my expertise and leads me to personal and professional special experience in my career.

Experience

March 2024 – Present

Account manager, Prego travel

September 2023 –March2024

Operations and documentation excutive, ATEB Group

July 2022-August 2023

Admin Coordinator, ATEB Group

January 2021-May 2022

Marketing executive, Go Trips

August 2020-september2020

Online trainee,Banque Misr

Courses:

-Professional Diploma in Digital Marketing in 2023 from Arab Academy for science,technology and maritime transport .

-ICDL

Extracurricular activities

January 2020 – Present

Marketing Team Member , Planetarium Science Center (Bibliotheca Alexandria), Egypt

- ☐ Assisted with organizing and promoting educational events and activities .
- ☐ Maintain and update the Center's social media accounts, website, and other communication channels to ensure consistent and engaging messaging.
- ☐ Collaborate with the marketing team to develop creative promotional strategies.

Experience

March 2024 – Present

Account manager, Prego travel

- Communicating with clients to understand their needs and explain product value.
- Building relationships with clients based on trust and respect.
- Collaborating with internal departments to facilitate client need fulfillment.
- Collecting and analyzing data to learn more about consumer behavior.

September 2023 –March2024

Operations and documentation excutive, ATEB Group

- Prepare and audit export documentation for vessel shipments and settlements.
- Process commercial invoice documents by validating data integrity and accuracy.Assessing the companies coding requests for CEP Packages and individual approach.
- Communicate with appropriate internal/external customers, including trading desks, loading facilities, freight forwarders, brokers, vendors and customers.Assessing the Credit Card renewal requests.
- Ensure timely processing of export shipments.

July 2022-August 2023

Admin Coordinator, ATEB Group

- creating and executing schedules, managing budgets, communicating with staff or clients who need assistance, and keeping organized records.
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes.
- Responsible for maintaining effective workflows in an organization through efficient management across various departments within an organization.

January 2021-May 2022

Marketing executive, Go Trips

- planning marketing events and product launches ,
- Collaborating on the concept, development and implementation of marketing plans and strategies, product concepts and promotional programmes driving interest and sales .
- Representing the marketing team at promotional events. .
- Designing and executing social media and online activity, writing creative copy, content strategy and implementation. .

August 2020-september2020

Online trainee,Banque Misr

- Participated in interactive online learning modules and engaged with industry experts and peers to expand my knowledge and skills .
- Studied a comprehensive curriculum covering all aspects of banking operations including financial analysis, risk management, customer service and regulatory compliance.
- Acquired practical experience by completing case studies, simulations and assignments that simulated real-world banking scenarios.

References are available upon request.