

Mrs. Maab Mahmoud

Office Manager

Contact

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Email:

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Personal Information

Lives in: Cairo – Al Mokattam

Age: 27 years

Status: Married

Key Skills

Communication Skills

Problem Solving Skills

Project Management Skills

Marketing Research Analysis

Contract negotiation Skills

Event Planning Skills

Leadership Skills

Time management Skills

Social Skills

Bookkeeping Skills

Data Analysis Skills

Education

Bachelor Degree in

Business Administrations

Marketing Major

United Arab Emirates

University - 2019



Profile

Maintain organizational effectiveness, efficiency, and safety, organize, and manage office administration, processes, and operations.

Proficient in handling a variety of administrative operations and executive support-related duties, while also having the ability to operate independently under minimal or no management.

Experience

November 2021—Present

Office Manager • Deluge Pharm •

Cairo- Heliopolis.



Key activities:

-Leading, managing, and supervising all operations, sales supervisors, medical representative supervisors, sales team, and medical representative team.

-Auditing, implementing and strategizing daily sales reports, stock reports, collection reports, and expenses reports.

-Marketing and data analysis for sales, stock, expenses, and collections.

-Operation supply and logistic follow up

-Maintained training for the sales team, and medical representative.

-Support CEO in hiring and recruiting including recurring interviews.

-Processing Invoices and managing office budgets.



December 2020— September 2021

Office Administrator • Egyptian Shooting

Federation • Cairo- Nasr City.

Key Activities:

-Attend meetings and take minutes

-Arranging appointments, and meeting rooms

-Dealing with delegates and following up with them for Champion registration, arrivals, and gun approved Certificates.

- Follow-up of maintenance workers, Designers, and social media campaigns
- Follow-up with the hotel management to determine the accommodation packages for delegates
- Follow-up the bus drivers transporting the delegates from the airport to the hotel and from the hotel to the shooting club
- Make a training schedule for the delegates before the competition



February 2019—July 2020

Marketing Administrator • Al Ain Club Investment Company • United Arab Emirates, Abu Dhabi

Key Activities:

- Contributing in the implementation of marketing strategies
- Supporting the marketing manager in overseeing the department's operation
- Organizing and attending marketing activities or events to raise brand awareness
- Conduct market research to identify opportunities for promotion and growth
- Represent the company at events
- Produce a loyalty card with a lot of benefits for al ain club fans

November 2015—January 2019

Marketing and Public Relationship Assistant
• Al Ain Equestrian, Shooting & Golf Club •
United Arab Emirates, Abu Dhabi



Key Activities:

- Coordinating meeting rooms, gala dinners, and classification rooms for teams.
- Translating between teams and different business leaders and referees
- Coordinating timetables and schedules for team's arrival and departures
- Planning and organizing seminars and events catering
- Monitor company sales performance for bullets
- Researching and developing marketing opportunities
- Introducing shooting to women and organizing their own internal championships
- Follow-up of maintenance workers, Designers, and social media campaigns
- Follow-up with the hotel management to determine the accommodation packages for delegates