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| Rahma Ayman  5th Settlement, Cairo, Egypt · +201018356630  rahmaasalam@gmail.com · linkedin.com/in/rahma-ayman-8a6462187 |
| Seeking a challenging position as Brand Manager with a well-established company that offers growth opportunities to leverage my experience in marketing field contributing to the success of a leading organization.  Aiming to bring enthusiasm and energy while utilizing my strong management & organizational skills for effective project management |

# Experience

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| Aug,2022 – CurrentMarketing Executive, Abbott Nutrition InternationalEvents Management, manage the planning and execution of events, & conferencesParticipate in product planning and roadmap developmentAssist in coordination of product launches and marketing campaignsProvide assistance in developing brand positioning and communication strategiesKey Contact person with agencies & suppliersSupporting both Pediatric Nutrition & Adult Nutrition line.Develop on-ground activations & direct to consumer Activities.Assists in delivery & execution of brand tactics & activitiesResponsible for Logistics management of Standalone Meetings and conferences.Development & implementation of key promotional materials & activitiesManaging big educational related marketing projects with regionManage cross-functional teams to execute projects within assigned timelines and budgets.Responsible for Quarterly Marketing Newsletter development, & executionResponsible for maintaining & improving brand adherence & preferences through monitoring performance on HCPs & consumer levelsAssist in developing annual business plan for profitable company growthKOLs field visits & double visits with sales team for top accountsSpeakers Handling & controlling presentations used in our educational meetingsMarketing team internal audit on all activities for quality and compliance.Review & Approve all Marketing invoices before proceeding with payment100 % abidance with approved timeline for approvalsAssure 0% reported Incidences of Non-Compliance for Marketing teamEnsure 100% compliance with policy guidelines & requirementsAnalysis:Monthly analysis for marketing activities, project progress & tracking.Analysis of our Field visits and KOLs management plans.Analyze the gains of marketing campaigns and efforts, creating reports and providing recommendations to improve.Aug,2020 – Aug,2022Compliance & docuemntation specialist, Abbott Nutrition InternationalAuditing process, event, and procedure done.Ensure that all pre & post Documentations are in place.Responsible for quality auditing and following approved SOPs.Ensure that group meetings, standalone meetings, and medical conferences are meeting qualifications and requirements of Egypt’s Policy and Ethics.Quarterly monitoring for all practices and process done. |
| Aug,2019 – April,2020OPD coordinator, Andalusia Al-Maadi Hospital  * Learned managerial work & communication skills with all types of people * Co-ordinate between available doctors, nurse, and clinics * Run OPD daily report & schedule concerning the occupancy of each doctor clinic and the apologies. * Notify the call center with cancellation, delays and rescheduling of doctors.   Performance Management System meeting with all doctors every month to follow-up with them. |
| July,2018 – Aug,2018Trainee, Sanofi FactoryAug,2016 – Sep,2016Medical Represntative, Johnson & Johnson Egypt |

# Education

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| June 2019BACHELOR’S degree in pharmaceutical science, ain shams univeristy Drug Design Program (credit hours system)GPA: 3.52 /4 **Graduation project:** grade A |
| 2014American Diploma Graduate, Mokattam Internation school **Final grade:** 107.25% |

# Skills

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| * Management skills. * Presentation skills. * Time management skills. * Leadership skills. * Teamwork skills. * Computer Skills (MS word, excel, PowerPoint & outlook) & Adobe ADC |  |
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