

MARIAM ABDEEN HAMDY

Coordinator

Tanta , Egypt

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CAREER SUMMARY:

+4 years of experience as an Operations Coordinator. Focused, responsible and driven professional with years of diverse business and operational management experience. Contributes actively to company goals, both autonomously and as a cross-functional team member. Dynamic with a positive demeanor. Seeking a challenging and rewarding new role in operations management with a focus on promoting safety, customer service, leverage of sales, business and management skills; targeting roles that will allow for career advancement and growth.

WORK EXPERIENCE:

BEKA

Coordinator | Apr, 2021 - Present

- Conducted social media audits to ensure best practices are being used.
- Managing Website (Beka-eg.com).
- Developed and maintained good relationships with customers and team members
- Created schedules and assigned tasks for employees
- Assisted with recruitment efforts, including job postings.
- Maintained human resource records and databases (ZKteco attendance software).
- Coordinated with the sales team to create marketing campaigns.

International Academy for Training and Development

Office Manager | May, 2020 - Mar, 2021

- Kept detailed records of medical and office supplies stock.
- Coordinated with Medical and healthcare professionals to identify their issues and needs.
- Performed receptionist duties: greeting visitors and answering and directing phone calls.

EDUCATION

Bachelor's Degree | Faculty of Commerce

2015 - 2019 | Tanta University

SKILLS:

- Problem-solving abilities to correct any challenges or inefficiencies for the best results.
- Organization and time management to manage multiple tasks, sometimes for multiple projects, at once.
- Leadership and motivation to guide team members in making consistent progress.
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress.
- Hard worker, fast learner and reliable.
- Self-motivated and ambitious.
- Able to work well alone or as part of a team.
- Prompt and able to meet deadlines under pressure.
- Internet browsing and Searching skills.
- Excellent MS Office
- Experience executing paid social media campaigns.