

MENNA AHMED ABD EL-GHANY

CONTACT & INFO.

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OBJECTIVE

Seeking an opportunity to enhance and develop my skills.

EDUCATION

Faculty of Mass communication, Public relations & Advertisement department, El Shorouk Academy (Undergraduate 2019 – 2023)

WORK EXPERIENCE & INTERNSHIPS

N.H Page – *Moderator* June 2022 - June 2023

- Handle incoming messages and inquiries from clients across various digital platforms, including social media (as Facebook & Instagram), and Website live chat.
- Respond to Client messages professionally, providing accurate information, resolving issues, and maintaining a positive brand image.
- Create and maintain organized spreadsheets to track and categorize client messages, ensuring efficient communication and follow-up.
- Handling Website, publishing new products and writing description.

Al Ahram newspaper – *Intern* September 2020 - October 2020

- The internship includes Writing, social media, how to publish news, basics of Montaging, basics of Photoshop.

Freelancer – *Events Coordinator:*

- Elfit 2021 Event with Sigma fit Co. November 2021
- Egyhealth Event September 2021
- Misr Aqarya 2020 Event February 2020
- Epic'20 at Ruya club 2020

VOLUNTEERING & EXTRACURRICULAR ACTIVITIES

Enactus El Shorouk Academy — *Member at the presentation team*

September 2021

X Volunteer — *Marketing workshop*

February 2020

Enactus El Shorouk Academy — *Member at the Financial team*

October 2019

SKILLS

- Word, Excel, power point
- Advanced search
- Market research
- Content writing

Language:

- Arabic: Native
- English: Very good