

100997-ADM-9Aem-2004
Business Development Specialist

Holds a Bachelor of Commerce and Business Administration and MBA (Marketing). Has about 18 years experience working in marketing, business development, customer service, sales and administration.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Marital Status : Single
Residence : Abdeen, Cairo

EDUCATION

: Bachelor of Commerce and Business Administration, Cairo University, 2004
: MBA (Major: Marketing), The Arab Academy for business and financial sciences, 2015-2018

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Digital Marketing Diploma from Integrated Marketing Foundation (from Nov. 2018 till Apr. 2019).
: A scholarship sponsored by Ministry of work force and immigration at El Fostat Academy, Course included: management skills, Accounting, General English, Presentation skills, Computer skills (win xp, MS Office, Maintenance html internet & Front-page networks fundamentals) (from Apr. till Jul. 2005).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2018 till Jan. 2019
Employer : Yasser Al-Beltagy Architects (YBA)
Job title : Business Development Specialist
Job Description :

- Helping in company development process.
- Searching for new market for expansion.
- Build strong data base for the targeted market.

- Prepare tenders documents, proposals and contracts.
- Attend events & exhibitions and conferences to get new clients.
- Prepare and follow up market research for real estate market.

Dates : From Nov. 2015 till Oct. 2017
Employer : Precision Consulting Engineering
Job title : Business Development Specialist
Job Description :

- Prepare annual business plan and other reports relating to business development.
- Create and implement effective solutions relating to business workflow issues.
- Develop product presentation and demonstration strategies.
- Build strong data base for the targeted market.
- Research and identify market demands.
- Create and develop customer's awareness programs for company's services.
- Attend events & exhibitions to get new clients & develop company's awareness.

Dates : From Sep. 2013 till Sep. 2014
Employer : Target Engineering Petroleum Agency Co.
Job title : Business Development Coordinator
Job Description :

- Purchase product or materials for further processing or for resale.
- Respond to queries and correspondences on procurement issues.
- Prepare the required documentation for each P.O.
- Administered purchased supplies and services.
- Coordinated with configuration management to track all purchased items.
- Prepared meeting agendas; recorded meeting minutes and ensured follow up.
- Maintained all customers' orders; resolved issues with suppliers.
- Assisted the buyer in maintaining accurate supplier price information.
- Ensure the regular update of the procurement tracker.
- Arrange for processing or resale of purchased products.
- Arrange for transportation of purchased products.
- Review orders to determine product types and quantities required to meet demand.
- Handling any complaint with the relevant contact.
- Collect & prepare the required data for monthly /quarterly / yearly reports.
- Maintained constant communication with customers.

Dates : From 2008 till 2013
Employer : Vodafone
Job title : Senior Call Center Representative
Job Description :

- Projects: Inbound, Outbound, marketing, surveys, Mobile Number Portability, Activation, 888 and Data entry departments.
- Worked in Marketing Department for 1 year.

Dates : From Feb. 2007 till Mar. 2008
Employer : Globo Human Resources Recruitment Agency Company
Job title : Executive Secretary
Job Description :

- Organize applicants Papers who path the interview.
- Contact with the applicants to meet the deadline.
- Followed up with the embassy to received applicant's Visa.
- Contact with Airlines travel Agencies to book tickets for applicants.
- Preparation of reports by the deadlines.

Dates : From Jul. 2006 till Jan. 2007
Employer : Dar Al Qahira for Publishing and Distribution Company
Job title : Secretary
Job Description :

- Typewriting, answering calls, faxing and archiving.
- Filling all correspondences soft and hard copy to access database.
- Day-to-Day correspondences with the customers.

Dates : From 2004 till 2006
Employer : Gad Allah Fasteners Import Company
Job title : Sales Executive Secretary
Job Description :

- Search for targeted Companies which supported us with the importing items.
- Create Strong data base for prospective clients.
- Attended industrial fairs to build relationship with new companies.
- Contact with chambers of commerce to supported us with brochures and guidebooks about importing companies.
- Collect & prepare the required data for monthly / quarterly / yearly reports.
- Attend & prepare for monthly meeting with the sales & purchasing staff.
- Promoted strong supplier relationships to ensure consistency of supply.
- Perform all duties related to administration task filling, editing, daily corresponds.