

Roaa Ashraf Mohamed Mostafa

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Objective

Highly organised fresh graduate. Experienced at Sales and Marketing.

Excellent at learning, problem solving and planning.

I am looking for an opportunity at your company, where I can apply my knowledge, skills, and eagerness to learn.

Experience

February 2022 – March 2022

Business developer, Bizinis UP, Zagazig.

- Collecting potential customers data.
- Handled communication with clients.
- Close the deals.

October 2021 – January 2022

Sales specialist , El-Nour Group, Al- Obour.

- Develop contact with potential customers in the industry by calling, emailing or scheduling meetings in person.
- Form new and continue existing relationships with companies in the customer database by visiting them in person, maintaining phone contact.
- Give customers in-person product demonstrations and teach them about the features and benefits of each item the company offers.

October 2020 - April 2021

Social Media Moderator, QYZ Studio, Belbes, Al-Sharqya

- Managed social media outlets, and designed promotional campaigns to increase sales; monitoring reach, engagement, ads and value.
- Handle requests, and provided excellent customer service, helping maintain client's satisfaction.
- Maintain schedule for orders to ensure customer receive their photos on time.
- Handled extra tasks like designing material for clients and photography.

Summer 2017 - 2020

Administrative Assistant, English Teaching Center, Belbes, Al-Sharqya

- Handled communication with students and parents on daily basis.
- Provided scheduling support by booking appointments and preventing conflicts in schedule.
- Prepared reports, exam results and reported to parents.
- Greeted and assist students and directed them to the right classroom.

Summer 2016 - 2017

Marketing Specialist, Resala Organization, Belbes, Al-Sharqya

- Designed marketing plans for promoting the organization.
- Managed social media outlets, responded to messages and reached out to audience.
- Studied the potential sponsors and donors to reach out a wider range of stakeholders.

Internships

Sales and Digital Marketing internship at iCareer. (October 2021 – January 2022).

-Sales and digital marketing techniques.

-Implementation on supply chain summit.

Qualphi Summit at ICarrer. (16,17,18th of December 2021).

-Sales and digital marketing techniques.

-investment Readiness.

Summer Career Camp at iCareer. (August 2021)

-Sales and digital marketing techniques.

-Project management techniques.

Extracurricular Activities

Volunteer Case Worker, Misr El-Kheir, Belbes, Al-Sharqya. (2020 – Present)

- Visit and research cases, and ensure donations reach people in need.

Head of PR, FYF Student Organization, Al-Azhar University, 10th of Ramadan City. (2018)

- Managed on the ground campaigns with all the logistical needs and necessary material.

PR Team Member, Anwar Resala Charity Organization, 10th of Ramadan City. (2016 – 2018)

- Draft and write different communication outreach campaigns for the team.

Volunteer, Marketing And Communication Committee, Resala Organization, Belbes, Al-Sharqya. (2016 – 2018)

- Wrote content and selected stories for social media outlets.

Education

June 2021

Bachelor of Arts in Religion Fundamentals, Religious Studies Section, Al-Azhar University, 10th of Ramadan City.

- **Department:** Philosophy and Faith **Grade:** Very Good

Skills

Computer:

- Excellent Data Entry skills,
- Very good research and written communication skills
- Excellent knowledge of Microsoft Office (Word - Excel – Powerpoint - Internet)

Language:

- Very Good knowledge of written and spoken English.