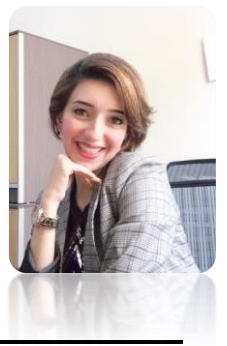


## DOAA HOSNY ABDEL-WARETH

Current Address : 6<sup>TH</sup> OF OCTOBER  
Contact Number : +201145937755  
E- Mail : [Doaa800183174@aucegypt.edu](mailto:Doaa800183174@aucegypt.edu)



### **Career Objective:**

Determining work methods and procedures and controlling where I can enrich my experience; besides, enhancing the organizational communication and production.

### **Work Experiences:**

#### ❖ **The American university in Cairo**

From -to: Jan./2020- Present

Position: Research Assistant – (Part-Time)

Job Duties:

Conduct literature.

Collect and analyze data.

Conduct statistical analyses and prepare graphs to portray results.

#### ❖ **East Wind for Trade**

From -To: Jan./2016– Dec./2019

Position: Assistant Risk Manager

Job Duties:

- Contributing to risk committee meetings on current risk issues and development.
- Evaluating identify risk again variety of information and factors (documents, reports, trends) to provide recommendation about how to mitigate these risks.
- Initiating action to address any gaps or deficiencies.
- Providing insightful, quality reporting to internal boards to support risk process.

#### ❖ **The British University in Egypt.**

From -To: Feb./2017 - Present

Position: Teaching Assistant – (Part Time).

Location: Cairo Job Duties:

- Help module leaders in designing and delivering lectures
- Deliver tutorials
- Orchestrate extracurricular activities
- Carry out administrative duties such as marking assignments, giving generic feedback to students, tracking attendance, and calculating attendance.

❖ **E-Finance Company**

From -To: Dec./2015 – Jan./2016

Position: Quality Control Supervisor

Job Duties:

- Develop monthly reports showing performance, compilation, maintenance of inspection reports and improvement opportunities
- Plan and assign work
- Analyze facts and circumstances

❖ **El-Sewedy Capital**

From -To: Jan/2013– Dec./2015

Position: Data Analyst.

Job Duties:

- Organizing data in to usable formats.
- Analyzing data to find answer to specific questions.
- Assessing quality of data.
- Generating information form data sets and identifying trends and pattern.

❖ **The Egyptian Company For Cold Storage Industries (Misr Panal)**

From -To: June/2011 – June/2013

Position: Head of Marketing

Job Duties:

- Develop marketing strategy
- Continually review changes to the market
- Report on the effectiveness of marketing campaigns
- Improve service quality and monitor performance
- Guide organization personnel

❖ **NSGB (National Société General Bank)**

From - To: May/2016 - Feb/2017

Position: Bank Teller.

Job Duties:

- Process deposits, withdrawals and other banking transactions
- Perform account maintenance

❖ **The Egyptian Company for Cold Storage Industries (Misr Panel)**

From - To: May/2009 - Feb/2011

Position: Marketing Coordinator.

Job Duties:

- Implements marketing and advertising campaigns
- Assemble and analyze sales forecasts
- Prepare marketing and advertising strategies, plans, and objectives
- Organize promotional presentations

## **Education:**

- ☐ **The Afro Asian Union For International Law And Dispute Settlement & International Leadership Center (March-2021)**

Diploma, women leadership preparation internationally and regionally

- ☐ **The American University at Cairo (Fall 2019)**

Master degree, School of Public Policy and administration, Sustainable development

- ☐ **Modern Science and Arts University (MSA) -(Sept 2005 – July 2009)**

Department: Faculty of mass-communication, English Department.

Major: Bachelor in Advertising and Public Relations

Grade: Very good

## **Training Experiences:**

- ☐ Prima Production Company, Coordinator, January – May 2010

- ☐ Lucid Training Center, Training, 1-30 October 2009

- ☐ Americana Group, Coordinator at the Marketing Department for KFC, July – August 2008

- ☐ MSA UNIVERSITY, Trainee, July – August 2007

## **Professional Skills:**

- ☐ Communication Skills

- ☐ Presentation Skills.

- ☐ Computer Skills: Microsoft Office Word, Excel, Power Point and Outlook.

## **Personal Skills:**

- ☐ Ability to take charge of several tasks at the same time.

- ☐ High level of presentation, negotiation and communication skills.

- ☐ Ability to learn and apply new information and concepts.

- ☐ Ability to deal with various Individual Behaviors.

- ☐ Hard Working

- ☐ High level of Self – Discipline

- ☐ Appreciate Team Spirit.

- ☐ Self – Confidence, Self – Reliant.

## **Languages:**

- ☐ Bilingual (Arabic & English)

- ☐ French

## **References:**

- ☐ Available upon request.