



# Yasmine El-Mekawy

## Objective

Looking for a fulltime administrative job opportunity in the field of education.

## Experience

2016–2017

Assistant CEO • Managing Director • Flash Kids Wear Factory

- Overseeing employees in Factory and shops.
- Coordinate daily customer service operations (e.g. sales processes, orders and payments).
- Evaluate employee performance and identify hiring and training needs.
- Supervise and motivate staff to perform their best.
- Communicate with clients and evaluate their needs.
- Handle complaints from customers.
- Attending exhibitions of clothing and fabrics.

## Education

2011–2016

University of Modern Sciences and Arts (MSA)

- Bachelor in Advertising and Public Relations - Mass Communication

1998–2011

Dr. Nermeen Ismail School (Egypt 2000) , Cairo, Egypt

- General Secondary Literature

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## Extra-Curricular Activities

2016–2017

Fashion Design Course Level I – DesigNermo Fashion School

2017–2018

Fashion Design Course Level II – DesigNermo Fashion School

## Leadership

Multi-tasking Assistant manager with 1 year and 2 months experience in Management and clothes industry.

## Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Time management
- Data analysis
- Teamwork
- Decision making
- Communication skills

## Language Skills

- Arabic – Mother Tongue
  - English – Very good
  - French – Very good
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