

# EMAN MOHAMED HASSAN

## CONTACT

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## PERSONAL INFORMATION

Date of birth: 8-8-1991

Nationality: Egyptian

Marital status: Married

## SKILLS

Team work



Negotiation



Microsoft office



Presentation



## LANGUAGES

Arabic



English



## Education

### Sadat Academy for Management Sciences (2009-2013)

Bachelor degree in Accounting and Business

Bachelor degree in international Business

Overall Grade: Very good with honor

Graduation thesis on Crisis Management (Excellent with honor)

## Work experience

### National Bank of Egypt

(Egypt from Jan. 2014 – Jan. 2015)

Credit Risk Analyst

- Review customer's requests to apply for credit cards / personal loans and Business loans for small enterprises
- Assess the wellness of the business and its debt capacity
- Maintain relationship with the customer and follow up with them
- Follow up business activities
- Make sure that all documents are valid and not rigged
- Determine which product the customer should take
- Search on applications (i-score, Firco, etc...) and make sure that there is not any illegal behavior or any cases related to the client
- Determine the creditworthiness of applicants and calculate his DBR.
- Analyze and Review customer's credit history, financial statements ,HR letters and all the documents related to the case
- Determine the facility amount which the applicant is eligible for
- Develop customer's credit terms and policy
- Helping in creating new products

## **B1 Creative studio**

**(Saudi Arabia, Jeddah from April 2015 – April 2016)**

Market research specialist

Market research specialist

- Collect data on consumers, competitors and market place and consolidate information into actionable items, reports and presentations
- Understand business objectives and design surveys to discover prospective customers' preferences
- Compile and analyze statistical data using modern and traditional methods to collect it
- Perform valid and reliable market research
- Contact directly with companies
- Interpret data, formulate reports and make recommendations
- Use online market research and catalogue findings to databases
- Provide competitive analysis on various companies' market offerings, identify market trends, pricing/business models, sales and methods of operation
- Evaluate program methodology and key data to ensure that data on the releases are accurate and the angle of the release is correct
- Remain fully informed on market trends, other parties researches and implement best practices

## **Intro Events and Entertainments**

**(Saudi Arabia, Jeddah from June.2016 - March 2017)**

Marketing specialist

- Develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Liaise with external vendors to execute promotional events and campaigns
- Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV etc.)

## **Sleep soft**

**(Egypt, Nov.2017- Nov. 2018)**

Marketing specialist

- Brainstorm and develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Liaise with external vendors to execute promotional events and campaigns
- Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV etc.)

## **Sleep soft**

**(Egypt, Nov.2018- March 2019)**

Social media specialist

- Responsible for creating and administering content on all social media platforms (Facebook, Instagram, and Twitter)

## **Golden Foam**

**(Egypt, March 2019- July 2021)**

Executive secretary

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and help in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned

## **Extracurricular activities and Trainings**

- Fundraising member in the model of American Congress responsible for making deals with multinational companies, organizations and catering providers in addition to raising funds through sponsorship programs
- Internship at National Bank of Egypt (SMEs Department)
  - Approach corporates to start banking relationship along
  - Build a good relationship with clients
  - Convince clients with a certain product
  - Follow up with the clients during all the process
  - Helping in creating new products
- Internship at Central bank of Egypt (Dealing room)
- Internship at Credit Agricole Egypt (Credit risk)
  - Review customer's requests to apply for credit cards
  - Contact with clients to take suggestions and know their complains
- Internship at CIB Egypt (Customer service)
  - Handling customer's inquiries in addition to updating KYC form
  - Proceed with account opening applications and required documents
  - Open ,close and edit bank accounts
  - Solve customers' complains and suggestions
- Internship at HSBC (Mortgage loan assessments officer)
  - Assessing mortgage loan tickets submitted by branches to review fulfilling required conditions