

HABIBA MOSTAFA

Phone: +20 128 108 6766

Location: Alexandria, Egypt

Age: 19

PROFESSIONAL SUMMARY

Motivated and enthusiastic sales professional with 1+ year of experience in sales and customer service roles. Proven track record in translation services sales, online sales, medical laboratory operations, and administrative support. Strong communication skills with intermediate English proficiency (B1 level). Currently pursuing higher education in Psychology while maintaining professional commitments across diverse industries.

WORK EXPERIENCE

Medical Laboratory Assistant

University Medical Laboratory

June 2025 - Present

- Support laboratory operations and medical testing procedures
- Assist with patient sample processing and data management
- Maintain laboratory equipment and ensure compliance with safety protocols
- Provide administrative support and coordinate with medical staff

Sales Representative & Administrative Assistant

Printing & Office Supplies Company

March 2025 - April 2025

- Managed sales operations for printing, photocopying, and office supply services
- Processed customer orders and maintained inventory management systems
- Provided excellent customer service and handled client inquiries
- Coordinated administrative tasks and supported daily business operations

Online Sales Representative

Accessories Brand

August 2024 - Present

- Execute online sales strategies for fashion accessories and lifestyle products
- Manage social media sales channels and customer engagement platforms
- Handle customer inquiries, order processing, and after-sales support
- Maintain product inventory and coordinate with suppliers

Sales Representative

Lingo Flux Translation Company

August 2024 - January 2025

- Successfully generated sales leads and converted prospects into clients for translation services
- Maintained strong client relationships and provided exceptional customer service
- Achieved sales targets through effective communication and negotiation skills
- Collaborated with translation teams to ensure client satisfaction and project delivery

EDUCATION

Bachelor of Arts in Psychology

Currently Enrolled - Second Year

2023 - Present

- Attending classes during examination periods
- Developing strong analytical and interpersonal skills
- Building expertise in human behavior and communication

SKILLS

Language Skills:

- Arabic (Native)
- English (Intermediate - B1 Level)

Technical Skills:

- Customer Relationship Management
- Sales and Lead Generation
- Online Sales Platforms
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Excel Spreadsheets and Data Management
- Digital Communication Tools

Soft Skills:

- Excellent Communication
- Customer Service Excellence
- Time Management
- Problem Solving
- Adaptability
- Team Collaboration
- Attention to Detail

KEY ACHIEVEMENTS

- Successfully completed multiple sales roles across different industries
- Gained experience in traditional sales, online sales, and medical laboratory environments
- Balanced work responsibilities with academic commitments
- Developed strong customer service and communication skills
- Built expertise in administrative support and laboratory operations

ADDITIONAL INFORMATION

- Available for part-time and full-time opportunities
- Flexible schedule accommodating academic requirements
- Strong work ethic and commitment to professional development
- Eager to contribute to dynamic sales and customer service teams