

# COVER LETTER

Dear Sir/ Madam,

It is with great interest that I am forwarding my Resume for your consideration.

My record of achievements and professional career history, demonstrates attributes that make me a valuable employee.

Also I'm Adaptable, ambitious, proactive and would like to start a fulfilling career, and able to work on own initiative as well as part of a team.

My Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

I look forward to speaking with you soon.

Thank you in advance for cooperation, I do really appreciate it.

Best Regards,

Engy Magdy

01063333755

ENGY MAGDY DOWAIB

OFFICE MANAGER



# Engy Magdy Mosaad Dowaib

El Nozha ElGdeeda – Gesr El Suez - Cairo

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0106 333 37 55 – 0120 429 06 82

## Objective

Highly organized leader with strong interpersonal and research skills, interested in the position of a Coordinator to help ensure smooth operations. Bringing almost 8 years of admin support experience; Coming with very good marketing background, familiarity with digital marketing, and beginner content writing skills.

## Experience

From 11/1/2021 till 31/8/2021

(Project Manager at PENTA Value Company)

Project Name: QPEDIA

Duties:

- Defining the main objectives of the project, its purpose, and its scope
- Plan and Develop the Project Idea
- Monitor Project Progress and Set Deadlines
- Create and Lead the business Team (Sales / Marketing)
- Lead the team in working through project changes
- Evaluate Project Performance
- Handling and communicate with clients
- Write reports

## Education

Graduated from Faculty of law – AIN SHAMS University in September 2012.

## Courses

1. English course at Not Courses Academy.
2. ICDL Diploma at AIN SHAMS University.
3. Fundamentals of Digital Marketing at Online Google Garage

## Computer Skills

1. Microsoft Office (Word, Excel, Power Point).
2. Surfing the internet.

From 10/1/2018 till Now

(Office & Social Media Manager at NEUSOFT Global)

Social Media Projects:

- VS-FILM Production / Tres Court International Film Festival (Part Time) (3 Month - Yearly) (EGY / FR)
- Arm Care / Cleaning / Disinfection Products (KSA/ UAE)
- CHI Hair Products (UAE)
- CIMAZONE Platform (EGY)

From 15/1/2017 till 1/1/2018

(Sales & Marketing Coordinator at Smart-IT Group Company)

From 10/6/2014 to 1/1/2017

(Senior Office Admin at EGITS Company)

From 15/5/2013 to 1/6/2014

(Admin Assistant at TECHNOMED Company)

From 25/10/2012 to 18/4/2013

(Tele Sales at Vodafone outsource - BDO Company)

## Languages

1. Arabic: Mother Tongue
2. English: Very good
3. French: Fair

## Additional Skills

- Organization skills.
- Research skills.
- Public Relationship skills.
- Team working & Leadership skills.
- Communication and Handling Skills

## Personal Details

Date of birth: 8/8/1991

Marital Status: Married

Nationality: Egyptian

## Interest

- Reading
- Do Sports
- Coloring
- Cooking
- Do researches