**Eman Abdel Majid Hamdy**

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**Career Objective**

A challenging position within a reputable company with & through a dynamic team where I can utilize my experience, skills, & education.

**Education**

Bachelor's degree, English Language and Literature May 1997

Faculty of Arts

Tanta University, Egypt

**Training Courses**

TOEFL, AUC Learning Center

Microsoft Office, YAT learning Centers

Advanced Excel, YAT learning Centers

**Work Experience**

BEL EGYPT November 2007 – September 2015

40, 254 St., Shell Building, 4th Floor, Degla, Maadi, Cairo - Egypt

**Data analyst – Delta & Canal**

* Performs administrative and office support activities for multiple individuals such as word processing, creating Excel spreadsheets, writing emails, translate incoming emails and making presentations.
* Importing, transforming, validating or modeling data with the purpose of Summarizing topics that help decision makers to score goals.
* Switch data figures into charts, graphs, tables, designing and developing relational databases for collecting data and building or designing data input or data collection screens.
* Designing business reports.
* Preparing presentations and maintaining quality of database systems.
* Assists in database administration, design, security also timely maintenance of data base as well.
* Preparing various statistical reports on operational performance on monthly, quarterly and annual basis.
* Provide administrative and clerical support to departments or individuals (managers & supervisors) such as Preparing and editing correspondence, reports, and presentations.
* Handle information requests.
* Arrange for outgoing mail and packages to be picked up.
* Prepare statistical reports.
* Manage spreadsheets.
* Producing documents, briefing papers, reports and presentations.
* Collect, manipulate and analyze data. They prepare reports, which may be in the form of visualizations such as graphs, charts, and protect the organization's data, making sure that the data repositories produce consistent, reusable data.
* Using the standard formulas and methods as are common in the industry and relevant to the current data.
* Secures information by completing data base backups.
* Tests system changes and upgrades by inputting new data; reviewing output.
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures; reporting needed changes.
* Maintains confidence and protects operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed.
* Processes source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.

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HQ Academy December 2005 – August 2007

Moheb St., Tanta City, Gharbia – Egypt

**English Lecturer**

1-Organizing courses

2-Planning, preparing and delivering lessons

3-Preparing teaching materials

4-Helping pupils improve their listening, speaking, reading & writing skills

5-checking and assessing pupils' work

6-organizing and running specialist courses

7-Attending social events

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The Body Shop December 2000 – November 2005

Dubai – UAE

**Sales Executive**

1-Determine which sales representatives will work in each sales territory

2-Establish sales goals for the entire sales staff

3-Oversee training programs for the sales staff and provide feedback on how representatives might improve their 4-sales figures

5-Examine sales reports to figure out what products will sell the best and what inventory is required

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Armed Forces Hospital Southern Region May 1999 – June 2000

Khamis Mushait – KSA

**Medical Interpreter**

Work with non-English speaking patients in hospital, physician's offices, clinics, rehabilitation facilities, nursing homes and mental health clinics. Act as conduits between patients and medical professionals by listening to the professional and orally translating information into a patient's native language. Then translates the patient's response back to the professional, using proper medical terminology. May translate such information as the reason for a medical visit, past medical history and family medical history, as well as explaining medical and surgical procedures, giving medical care instructions, providing drug information and scheduling follow-up appointments.

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Zayed Orphanage

Abu Dhabi – UAE February 1998 – March 1999

**English Teacher**

Initiate, facilitate, and moderate classroom discussions.1

Evaluate and grade students' class work, assignments, and papers.2

Prepare course materials such as syllabi, homework assignments, and handouts.3

4. Prepare and deliver lectures to undergraduate and/or graduate students on topics such as poetry, novel structure, and translation and adaptation

Maintain student attendance records, grades, and other required records.5

6. Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction

**Personal Information**

**Birth Date:** 23 October, 1974

**Gender:** Female

**Marital Status:** divorced

**Nationality:** Egyptian

**Driving License:** Valid

**References**

Furnished Upon Request