



REEM SAEED ALI

Secretary

☎ 01050572018

✉ princessremo355@gmail.com

EDUCATION

Bachelor of Management Information Systems

New Cairo Academy of Sciences and Arts

2008 - 2012

EXPERTISE

- Proficiency in microsoft office
- Diplomatic communication
- Database administration
- Fast typing speed
- Record documentation
- Google Drive, Docs, Sheets, Forms, Slides
- Excel
- Presentation design
- Excel proficiency
- Letter writing
- Microsoft Powerpoint
- Preparing contracts
- Filing organisation
- Social media marketing
- Training and Development
- Word processing
- MS Office

LANGUAGE

- English

PROFILE

I eagerness to evolve in my career, With over five years of experience in sales, i've honed your skills in understanding customer needs, developing relationships, and driving business growth. This experience, coupled with more than seven years in secretarial work, technology, and electronic marketing, has equipped with a unique skill set that blends organizational proficiency with a strong grasp of digital tools and strategies.

My journey has led me to discover a passion for technology, where i feel most aligned and inspired. This field not only excites me but also offers opportunities for continuous learning and growth. my curiosity to learning indicate a commitment to self-improvement and staying ahead in a rapidly evolving landscape. Overall, ready to tackle new challenges with enthusiasm and a keen desire to innovate.

WORK EXPERIENCE

Sales

2011 - 2016

- market and sell goods directly, often through personal networks,
- Personal Interaction , Product Focus , Flexibility , Personal Growth , Reputation.
- direct sales can be a viable business model for those interested in entrepreneurship, direct customer interaction, and flexible work environments, but it also requires diligence and dedication to achieve success.

Call Center

2016 - 2017

- Customers call the center for assistance with inquiries, support, or services.

KheirGroup For Transportation Co.

School bus supervisor


2017 - 2018


- overseeing the safe transportation of students to and from school via school buses. Their primary role includes ensuring that all transport operations run smoothly and safely. Here are some key aspects and responsibilities associated with the role:
- *Safety Oversight , Communication, Conflict Resolution , Emergency Preparedness , Community Engagement
- Overall, They need strong leadership, communication, and organizational skills to effectively manage the transportation operations within a school district.



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WORK EXPERIENCE

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E-marketing

2018 - 2019

- the process of promoting products or services using digital channels to reach consumers. The term encompasses a wide range of online marketing techniques and strategies, leveraging the internet and various digital mediums to communicate and engage with potential customers. Here are some key components and aspects of e-marketing:
- Digital Channels , Content Marketing , Analytics and Data Utilization , Personalization and Targeting , Mobile Marketing , Influencer Marketing , Cost-Effectiveness , Customer Engagement
- * In summary, e-marketing encompasses a broad range of techniques and strategies focused on utilizing digital channels to connect with consumers effectively. As technology continues to evolve, e-marketing practices will also change, making it essential for businesses to stay agile and adaptable in their approach.

KheirGroup For Transportation Co.

Secretary

2019 - 2024

- Managing administrative tasks and providing support to executives, departments, or organizations, including:
- Communication Management , Scheduling , Documentation , Record Keeping , Office Management , Client Interaction , Administrative Support
- Key skills typically include strong organizational abilities, excellent communication skills (both verbal and written), proficiency in office software, attention to detail, and the ability to prioritize tasks effectively. In many cases, a secretary plays a vital role in ensuring the smooth operation of an organization.

KheirGroup For Transportation Co.

Uber bus system administrator

2020 - 2024

- Responsible for overseeing the operations and management of the bus service. This could include several key responsibilities:
- Operational Management , Technology Integration , Driver Management , Customer Service , Data Analysis.
- The role would require strong organizational, analytical, and communication skills, as well as an understanding of transportation logistics and technology integration.
- It's worth noting that the exact responsibilities and title could vary based on the specific structure and needs.