

# Yasmin Zakaria Saeed Elmargoushy



Address: 5 Dr. Sayed Sabry St., 8<sup>th</sup> zone, Nasr city, Cairo  
Marital Status: Single

Nationality: Egyptian

## Education

**2007-2011**

Helwan University - Faculty of Commerce and Business Administration,  
**Major:** Foreign Trade. **Minor:** Business, Economics & Accounting (English Section),  
**Grade:** Good.

**2007**

**High school:** Egyptian British International School (EBIS)  
Completion of International General Certificate of Secondary Education (IGCSE).

## Work Experience

Aug. – Dec. 2015

**Arts Mart Co. - Marketing Executive**

**Job Description:**

- Assisting the CEO in making the marketing plan.
- Responsible for all advertising issues.
- Organizing all documents needed for exhibitions.
- Handling customers over the phone.

Sept. – Dec. 2013

**PepsiCo – Admin. Assistant**

**Job Description:**

- Handling Projects (Reserving – Equipment – Invitations ...)
- Scheduling the Agenda for the Managers.
- Reviewing and sending the weekly and monthly reports in time.
- Booking trips for the financial managers.

May - August 2013

**Special Foods Industry International Co. - Export Manager Assistant**

**Job Description:**

- Transforming order requests received by email into Proforma invoice (purchase order)
- Receive the orders from the customer & proceed with the initial activities.
- Follow up letters of credits with the customers and issue related documents.
- Sending Initial sales order to the factory and make sure it is delivered on date.
- Issuing Monthly shipping schedule with suggested dates of delivery.
- Follow up the amendments in orders & act the best to accomplish.
- Acquiring best quotes and rates for freight and sending shipping declaration to shipping co.

## Yasmin Elmargoushy- Resume

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- Issuing all shipping documents that should be sent to the clearance office before loading.
- Follow up payments on due dates and tracking the invoices collection report.
- Preparing Export reports and analysis.
- Participating in international fairs, prepare all the necessary arrangements and arrange all procedures with Governmental Associations and , before, during and after the exhibitions (Anuga –Sial –Gulfood ..etc) ,arrange with shipping co. to ship the event samples ,assisting with trade show and event planning.

Jan. – April 2013

**HSE Contractors** - Marketing Coordinator & Business Developer

**Job Description:**

- Searching for new projects to bid in the United States.
- Contacting Bidders and General contractors.
- Marketing company's services.
- Preparing proposals and adjusting prices and Closing sales deals..
- Market research and creating new marketing approaches.

Sep. – Nov. 2010

**TelePerformance EG** - Technical Support Representative Samsung UK Account

### Courses:

- Advanced Excel from Microsoft 2013.
- E-Marketing course 2014.
- Mini MBA in Sales and Marketing from "IARS" International Academy for Advanced Research & Studies "UK" 2016.
- **Qualified Export Specialist from "Foreign Trade Training Center FTTC" 2016.**

### Skills:

- **Language Skills:**
  - Arabic: Native language.
  - English: Fluent.
  - Deutsche: Good spoken and written.
- **Computer Skills:**
  - Very good Knowledge of (windows, internet browsing, Microsoft office
- **Personal Skills**
  - Hard worker and appreciates teamwork spirit.
  - Ability to work under pressure.
  - Good communication & presentation skills.
  - Highly motivated.

## Trainings and Activities:

- Event planner and fund raiser for **Khatawat for Human Development (Non - governmental organization)** from July 2009 to January 2010.  
Responsible for a team called "Road Map Leaders" by being the Marketing & advertising leader.
- Summer training in **Commercial International Bank**  
(September 2009, Customer Service Department).  
(July 2008, Custody Department).
- August 2008 Summer training in **Carlson Wagonlit for Travel**  
(Accounting Department).

## Hobbies:

Drawing, Painting, Volleyball, Traveling and Navigating the internet.

## References:

Documents will be furnished upon request.