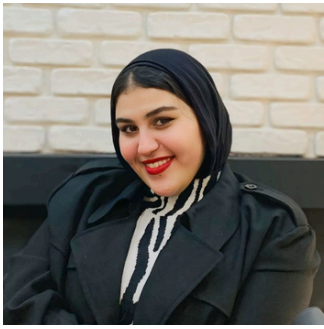




EMAN ATEF EBRAHIM

Address: Mansoura - Al Dakhlya governorate

Phone: +20 109 451 0733 / +20 155 450 9250

Email: emanatef2233@gmail.com

LinkedIn: Eman Atef

Professional Summary:

ambitious professional with expertise in Sales, and Graphic Design . Passionate about continuous learning and applying my skills in dynamic work environments. I have hands-on experience in sales, marketing, and customer service, along with strong communication, leadership, and creative problem-solving abilities.

Work Experience

- **Freelance Work (2019 – 2023)**

1. Online Seller: Managed an online store, branding & selling various products.
2. Wedding & Events Planner: Organized small-scale events, weddings, and open-air gatherings.
3. Facebook Page Moderator: Handled customer engagement, content posting, and social media management.
4. Kindergarten Teacher & Assistan - Helped in teaching, activity planning, and student supervision
Assisted in classroom management and early childhood education programs.

- **Graphic Designer (Freelance) – 2021 to 2023**

Created branding materials, logos, and social media content.
Designed marketing campaigns and promotional materials.
Worked with clients to develop visual identities for businesses.

- **Graphic Designer (Remote) – Watan Books , Palestine (2024 – Present)**

Designing book covers, promotional materials, and social media visuals.
Developing marketing content to enhance brand identity.
Collaborating with the marketing team for digital advertising campaigns.

- **Real Estate Sales Executive – Rixos (4 Months)**

Assisted clients in purchasing and renting properties.
Conducted market research to identify new sales opportunities.
Negotiated contracts and handled customer follow-ups.

- **Sales Manager – Lagoons (6 months)**

Managing a team of sales representatives and setting sales targets.
Developing sales strategies to increase revenue and client acquisition.
Conducting training sessions to enhance team performance.

Skills & Competencies:

- **Sales & Marketing:**

Real Estate Sales, Online Sales, Customer Service

- **Graphic Design:**

Branding, Social Media Designs, Marketing Materials

- **Event Planning:**

Weddings, Corporate Events, Social Gatherings

- **Administration & Office Management:**

Scheduling, Data Entry, Document Handling

- **Technical Skills:**

Microsoft Office (Word, Excel, PowerPoint), Social Media Management

- **Soft Skills:**

Problem-Solving, Leadership, Time Management, Teamwork, Adaptability

- **Languages skills**

Speaking , reading and writing English very well

Education History:

Bachelor's Degree in Oriental Languages – Hebrew Language

Faculty of Arts, Mansoura University (2019-2023)

Languages:

Arabic: Native

English: Advanced

Hebrew: Basic

Career Objective:

I am seeking a position in a well-established organization where I can be a key contributor in the fields of Sales, Graphic Design, or Administration. I aim to leverage my skills and expertise to drive the organization's success while advancing my career and enhancing my financial stability in line with my efforts and ambitions.

Courses:

- **Coursera**

English communication skills

English for career development

Preparation for human resources management

Leadership skills

Excel skills for business essentials

- **Ahmed Akeel**

How to be HR

- **Emarats Academy**

HR management basics

ICDL

General English (b2)

Soft skills

- **ECT academy**

Hebrew language Basics of language and rules of dialogue

- **Creative groups**

photoshop Full Diploma (level 1,2)

Illustrator Diploma for Beginners

Graphic Design Basics for Professionals