

Maryam Samy Mohamed Sultan

Gesr el Suez - Cairo

Tel: +01116888664 / +01020765393

Email: Maryam.samy.sultan@gmail.com

EDUCATION

- *Faculty of Economics and Political Science – Cairo University*

Bachelor's degree in Economics with minor in Statistics (2018-2022)

- *Abdurrahman Bin Awf Private school – Oman*

General diploma of education (2018)

EXPERIENCE

- **Data Processing programmer | IPSOS (June 2024 – October 2024)**

- Programming and Scripting for Data Collection and Processing
- Data Quality Assurance and Validation
- Collaboration with Research Teams
- Generating Data Deliverables
- Process Improvement and Automation

- **Educational Counselor | EDHUB (October 2023 – Currently)**

- Assess students' strengths, weaknesses, interests, and learning styles.
- Develop personalized academic plans considering goals and abilities.
- Guide students in setting academic goals and making decisions.
- Provide information on educational opportunities (programs, schools, scholarships).
- Assist with applications for colleges, universities, or scholarships.
- Collaborate with parents and teachers to support student development.
- Refer students to external resources when needed (tutors, mental health professionals)

- **Account Manager | Mcshippers Egypt (February 2023 – June 2023)**

- Collect data related to the mobile application and website then analyze these data to identify the Issues that our customer faces.
- Suggest solutions based on the data analysis in order to achieve customer satisfaction.
- Ensure quality by making sure our partners are on the same path we agreed on.
- Report and present the current situation to the management, including team evaluation, plan, and
- Partners collaborations.
- Ensure that the department delivered the correct information, and also delivers the correct Information to our customers.
- Contact customers to ensure their satisfaction.
- Help team improve their skills by providing soft skills trainings.

- **Sales representative | Mcshippers Egypt (October 2022 – February 2023)**

- Present, promote and sell products/services using solid arguments to existing and prospective Customers

- Establish, develop and maintain positive business and customer relationships
- Supply management with reports on customer needs, problems, interests, competitive activities, and Potential for new products and services.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- **ESL English instructor for kids | Circle training academy (January 2022- June2022) & 44 Academy (2021)**
 - Organized detailed list of resources to help students go beyond classroom environments and delve into topics of interest.
 - Taught English language to kids (4-13 years old students)
 - Evaluated students' abilities of English language, keeping appropriate records and preparing progress reports.
- **Head of Designing Team | FEPS Elite Magazine (2020 – Present)**
 - Managed team of students, overseeing hiring, training and professional growth of graphic designers.
 - Participated in team-building activities to enhance working relationships.
 - Developed team communications and information for meetings.
 - Created plans and communicated deadlines to complete projects on time.
 - Used Microsoft Word and other software tools to create documents and other communications.
- **Captain | Anti-Violence against Women unit in Cairo University**
 - Resolved problems, improved operations and provided exceptional service.
 - Used coordination and planning skills to achieve results according to schedule.

VOLUNTARY WORK AND EXTRACURRICULAR ACTIVITIES:

- Holds the Golden Medal for the best video about harassment against women (2020).
- In charge of organizing the summer school in Faculty of Economics and Political Science Cairo University about "Sustainable Development"(8-11 September2019).
- In charge of organizing "2020 Graduation party for FEPS students".

- Member of Scientific committee at FEPS students' Union. (2019).
- Basic skills at LMDC (Leadership & Management Development center
- Vice head of Media committee in Egyptian parliament model, 24th edition (2022).

COURSES AND TRAINING

- On job training at IDSC (Information and decision support center), The Egyptian cabinet. (December 2022-January 2023)
- Data Analysis training at CAPMAS for two weeks (July 31st – August 11th 2022)
- Entrepreneurship training by Innovegypt / TIEC, (8 till 30th of August 2020)
- TOT course (Training of Trainers) For Women Rights held by British council and European Union, (November 2019)
- Basics of investment in Stock exchange market course in faculty of economics and political science – Cairo university (December 2018)

LANGUAGES

- Arabic: Native
- English: B2

SKILLS

- Good Knowledge of SPSS and Power BI
- Very good Video editing and graphic designing skills
- Excellent command of MS office
- Documentation and reporting
- Excellent Presentation skills
- Research
- Planning
- Analytical thinking
- Teamwork, Fast learner and, Committed
- Detail oriented