



NOUR A. RAHMAN

As Operations Manager, my responsibility is to Manage activities that are part of the production of goods and services. My direct responsibility includes managing both the operations process, embracing design, planning, control, performance improvement, and operations strategy.

Additional Roles

Journalist

Nabd El Watan News
March 2021 - present

My responsibility is to research, write, edit, proofread and file news stories, features, and articles.

- Meet broadcast deadlines.
- Research and submit story ideas.
- Conduct unbiased and ethical reporting.
- Represent the news channel in a professional manner.
- Work collaboratively as part of the broadcast team.
- Develop sources for stories.

Content Creation

Freelance

February 2021 - present

My responsibility is the Day-to-day development of editorial content on social media platforms, including posts and discussion, Also brainstorming to deliver new ideas, new trends, and concepts on client's social media channels.

→ Al sebaq St., Heliopolis, Cairo 11351, Egypt
+202 010 2020 4090
Nour.rahman.nr@gmail.com

Professional Skills

CREATIVE SMART SOFTWARE

Operations Manager, Contract, Jan 2021 – present

Provide inspired leadership for the organization, Make important policies, Oversee budgeting, planning, and strategy decisions, Develop, implement, and review operational policies and procedures, Assist HR with recruiting when necessary, Help promote a company culture that encourages top performance and high morale, Work with senior stakeholders, Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations, Work with the board of directors to determine values and mission, and plan for short and long-term goals, identify and address problems and opportunities for the company, Build alliances and partnerships with other organizations, and Support worker communication with the management team.

DOJA DEVELOPMENTS

Real Estate Sales Consultant, Jul 2020 – Jan 2021

Manage key client projects. Include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities, and monitor and summarize the progress of the project. Prepare reports for upper management regarding the status of the project.

DAR MISR -MISR BOOKSHOP

Marketing Executive Manager, Full time, Jan 2019 – Jul 2020

Create awareness of and develop the brand marketing, Communicate with target audiences and build and develop customer relationships, help with marketing plans, advertising, direct marketing, and campaigns, organize and attend events such as conferences, seminars, receptions, and exhibitions

A-TOURISTIK INTERNATIONAL – UKRAINE

Sr. Manager Business Development & Strategy,
Full time, Jun 2016 - Dec 2018

Driving business development and sales activities that will continue to grow merchant coverage and activation with third party acquiring relationships, Listen and lead the conversation to solve problems in a timely manner with all types of customers in all circumstances, offering and insightful recommendations which provide the very best traveler experience in each situation, connect with the caller to build trust and credibility even if the person is unknown.

Educational Background

The higher institute for specific studies-
Helwan University
Bachelor of Tourism guidance 2006 – 2010

Al tabary high school
High school certificate – literary section
2003 - 2006

Training and Studies

- Russian
Russian Cultural Center
- Straight Line Persuasion System
online Study
Jordan Belfort Materials
- Nanodegree Digital Marketing
specialization & Content Creation
Udacity Learning

PRO SKILLS

- Profound ability to design sales
promotions and provide retail support
Cost Efficiently
- Adept at identifying consumer
expectations and developing
strategies accordingly
- Strong ability to develop cross-
category solutions spanning multiple
platforms
- Ability to work within tight deadlines
- Solid team leadership abilities
- Comprehensive communications
skills

ADVANCED TRAVEL

Tour operator, Freelance, Jun 2016 – Jan 2021

Devise, arrange, and promote holidays and travel options, working with hotels, airlines, and other transport companies for ground travel, in order to execute the suitable arrangements.

EDITA FOOD INDUSTRIES S.A.E

Senior Merchantman, Full time, Jan 2013 - May 2016

Responsible for arranging and organizing products by structured organizational planning, warning of expired products, and ensuring safety, asked Orders crisis of products according to the needs of the labor market.

AL GAMIL CLEAN S.A.E

Senior marketing & sales, Consultative, Jan 2012 - Dec 2012

Directs department(s) to achieve objectives established in the company's strategic plan, provides leadership to the day-to-day operations of the sales department while Maintaining, focus on the company's strategic goals, analyzing sales statistics to determine business growth potential, establishes performance goals for all sales department employees & monitors performance on a continual basis, coordinates sales operations with all other departments/divisions of the company, creates an action plan to Approach secure new business & sales opportunities for the company.

AL TAGDIF ARMY CLUB

Business manager, Full time, Jan 2011 - Dec 2012

Oversee the activities of workers, train and evaluate new employees, and ensure that Works is on track to meet its financial goals. Also, develop and implement budgets, prepare reports for senior management and ensure the department complies with Club policies.

KING TUT PERFUMES

Sales Assistant – Russian, Full time, Jan 2009 - Dec 2010

Grow the sales through providing exceptional customer service every day, Deliver Outstanding customer service to each and every customer, whilst Taking an active interest in understanding store targets.

REFERENCES

To be furnished upon request.

Nour A. Rahman