

Personal Information

Mohamed Adel Grant, Tel.: 01014145812

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Nationality: Egyptian/Argentina

Education

Bachelor Degree in Commercial Aviation (Sciences and Technology), **Minor:** Business in Aviation Management - **Graduation Year 2015**

Member of Egypt's Presidential Leadership Programme (Graduated/2019 - 1000 hrs of leadership related and marketing courses)

Work and Freelance Experience:

June 2020 - Present: Marketing Coordinator for three restaurants:-

The Pasta Bakery (<https://www.instagram.com/thepastabakery/?hl=en>)

Baogr (<https://www.instagram.com/baogr.eg/?hl=en>)

Febetna (<https://www.instagram.com/fe.betna/?hl=en>)

- Draft marketing monthly posting plans through effective coordination with a number of graphic designers, media buyers, and marketing experts.
- Communicate and present the three restaurants' services to employers with the aim of selling monthly food plans for their employees.

May 2018 - June 2020: Centro – Order Processing and Sales Agent

- Followed up with patients while collaborating with doctors regarding referred patients
- Filing medical insurance paperwork and facilitating the process between patients and insurance companies.
- Responsible for tele-selling medical equipment to clients abroad in the United States and Europe.

April 2017 - March 2018- Vodafone UK - Billing and Customer Service

- Handle payment complains, assist customers and employers in purchasing and updating their mobile and internet services
- Updated financial records while keeping records of customer interactions and transactions
- Record details of inquiries, complaints and comments while following up to make sure that customer issues are resolved

Jan 2016 - Feb 2017 - Professional Translator - King Fahd Islamic Center in Buenos Aires, Argentina

- Providing assistance in translations from English to Arabic and vice versa, while also providing translating training material and relevant reports and presentations.
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Languages

English – Excellent Spoken and Written

Arabic – Mother Tongue

Spanish- Intermediate