



Jacob Samuel

Birth Date : 17/12/1992
Marital Status : Single .
Military Status: Exempted.

Contact

Address
23 El Wogoh St.El Afal Square ,
Shoubra - Egypt

Phone
01221990667

E-mail
jacobsammuel97@gmail.com

Education

2011-09 -
2015-07
Bachelor of Laws
Faculty Of Law, Ain Shams University - Abbasia

Work History

2021-01 -
Current
Document Controller
ASGC Construction
01/2021 - Present *Cairo, Egypt*
Document Controller responsibilities include typing contracts, archiving files and all team members have access to necessary documentation
Achievements/Tasks
○ Copying, scanning and storing documents
○ Checking for accuracy and editing files, like contracts
○ Reviewing and updating technical documents (e.g. manuals and workflows)
○ File documents in physical and digital records
○ Distribution HR Timesheet Sheet Attendance
○ Hands-on experience with MS Office and MS Excel
○ Create templates for future use
○ Designing templates for documents, file types, and document databases.
○ Ability to organize and preserve paper documents
○ Effective communication coworkers across departments

2018-06 -
Current
Co-Founder
Unique Touch For Events

- Drove implementation of new market expansion to propel business forward and adapt to market changes.
- Created unique and engaging content for range of social media platforms including FaceBook and Instagram.
- Contributed to mock-ups, email campaigns and social media content.
- Prepared reports detailing project updates, performance information and ongoing trends.
- Developed ads targeting specific users for key promotions.
- Helped with planning and hosting of marketing events.
- Adjusted ads to better align with desired consumer audiences and improve conversion rates.

2014-05 -
Current
Co-Founder
Photography Team

- Monitored social media and online sources for industry trends.
- Inspected proofs to verify quality of prints and need for adjusting and retouching.
- Shot photographs in controlled lab, field and remote environments.
- Defined and recommended detailed solutions to capture images.
- Make Christmas Location Photobooth

Skills

Customer service
MS Office
Communications
Project organization
Scheduling
Retouching and color correction
Food photography
Digital marketing
Social Media Management

Languages

English
Arabic

Software

Photoshop
Lightroom
Oracle System

- Planned and prepared for all on-location and studio shoots.
- Edited, toned, captioned and uploaded photographs for news publications.
- Performed advanced computer processing of images for assignments.
- Facilitated weekly studio appointments for over shoots.
- Archived photographs on computers and servers.

2017-09 -
2018-11

Pick-up and Delivery

Office Equipment Photography , Cairo , Egypt

- Obtained scanned records and uploaded into database.
- Drove operational improvements which resulted in savings and improved profit margins.
- Resolved [Handled Time] problems, improved operations and provided exceptional client support.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Maintained excellent attendance record, consistently arriving to work on time.
- Worked with [Equipment Photography] customers to understand needs and provide [Rent Equipment Photography] service.
- Increased customer satisfaction by resolving [Pick-up and Delivery] issues.
- Scanned documents and saved in database to keep records of essential organizational information.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.



Online Course

- Photoshop
- Lightroom
- Excel
- Vedio Editing

2015-06 -
2018-08

Wedding Planner

Freelancer , Egypt , cairo

- Managed administrative logistics of events planning, including contract signing, fee collection, event booking and event promotions.
- Interviewed clients to understand event scopes of work, establish budgets and determine timelines for venue selection, guest list finalization, and rehearsal ceremonies, and receptions.
- Fostered relationships with local and national wedding suppliers to obtain best price, quality, and delivery of products.



Hobbies

- Learning On Computer Apps
- Riding Bike
- Traveling