



Mariam M. Moursi

Social Media Manager

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📍 UAE

WORK EXPERIENCE

Social Media Manager My Dubai Marketing

07/2023 - Present

A Digital Marketing Start-Up

Dubai, UAE

Job Duties

- Content Creation
- Accounts Management
- Client Acquisition
- Community Engagement
- Social Media Sales

HR Admin

Hash For Digital Marketing

01/2017 - 12/2018

A Digital Marketing and Media Production Start-Up

Ismailia, Egypt

Job Duties

- Recruited and interviewed more than 200 candidates.
- Conducted employee orientation and onboarding processes.
- Designed and delivered soft skills sessions for top management and employees.
- Coordinated and managed top management meetings.
- Maintained employee files and records.
- Assisted with payroll processing.
- Addressed basic employee inquiries and concerns.
- Assisted with conflict resolution.
- Conducted exit interviews and gathered feedback.
- Assisted with employee engagement initiatives, activities and maintained a positive work environment.

EDUCATION

Bachelor of Commerce - Business Administraron Department Suez Canal University

09/2012 - 07/2016

Ismailia, Egypt.

SKILLS

Effective Communication

Goog Knowledge of MS Office

General Management

Problem Solving

Teamwork

Leadership

Time Management

Planning

Managing Meetings

Conflict Management

Trello

VOLUNTEERING

Team Leader - Life Makers NGO (Sustainable Projects) (10/2012 - 04/2016)

- Led a team consisted of different committees; HR, Marketing, R&D, Finance, and Education.
- Planned yearly strategic plans.
- Recruited, interviewed, and led more than 50 volunteers.
- Raised funds of approx. 160,000 EGP for providing 8 families (each family had 3-5 children) with small sustainable projects, such as; shops, tricycles, & auto rickshaws.

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency