

ZAHRAA ELFOULY

CONTACT



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linkedin.com/in/zahraa-elfouly



Birth : 11 Feb 1995 (Female)

SKILLS

- MS OFFICE
- HTML, CSS
- JavaScript
- DOM
- Git
- Social Marketing
- Photoshop
- Illustrator
- Premier Pro
- Web Design
- Web Development

PROJECTS

- Event's Organisation.
- Developing Web Applications in JS.
- Developing web pages.
- Animated Videos.
- Video Editing.

LANGUAGES

- Arabic (Native)
- English (Fluent)
- Korean (Proficient)
- Turkish (Proficient)

References

- **Ms. Suhye Ahn**
Suhye92@gmail.com
- **Ms. HwaJung Nam**
namkcc@korea.kr

WORK EXPERIENCE

General Affairs & Public Relations

Korean Cultural Center | November 2019 - November 2020 (Cairo, Egypt)

- Build and Manage a whole Network & IT System of the KCC.
- Design & Manage all Events Streaming & IT system.
- Manage all the General Affairs matters & Outsourcing Companies.

Receptionist

Korean Cultural Center | December 2018 - November 2019 (Cairo, Egypt)

- Manage & Perform all the Reception Duties at the KCC.
- Participate in the KCC Events.

TRAINING & INTERNSHIPS

Event's Supporter - K Lover

Korean Cultural Center | July 2017 - December 2018 (Cairo, Egypt)

- Organize Events inside or outside the KCC.
- Translate from Arabic into Korean or English or the opposite to Assist within the Event.
- Keep a healthy Environment among team members.

Business Administration Summer Training Job

Information & Decision Support Center, Egyptian Cabinet of Ministers.

2014 - 2015 (Cairo. Egypt) *2 Certificates of Appreciation*

- Handle calls, taking memos and Translate contracts.
- providing administrative support to ensure efficient operation of the office. Also, Help in preparing contracts & Solving Problems.

EDUCATION

Banha University

Pre-Master's Degree in Economics & Social Science

Oct 2020 - Oct 2021 (Cairo, Egypt)

Helwan University

Bachelor's Degree in Law

Sept 2013 - May 2018 (Cairo, Egypt)

Sejong Hakdang Institute, Korean Cultural Center

Korean Language Course - Level 5

2016 - 2018 (Cairo, Egypt)

Front End Web Development Scholarship

Web Development Nanodegree

2018 - 2019 (UAE)

Certificate of Participant - Certificate of Appreciation

(signed by: The Minister of Artificial Intelligence of the UAE)

Google Developers Scholarship

Junior Web Developer

Feb 2017- Feb 2018 (Cairo, Egypt)

Certificate of Participant

November 05, 2020

Zahraa Tarek ElFouly
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Dear Hiring Manager,

Thank you for taking the time to consider me for this vacancy.

I'm a UNDP Volunteer who graduated with a LL. B degree In Law. And currently I'm working on getting a Master's Degree in Economics & Social Science.

In my most recent role at the "Korean Cultural Centre in Egypt" as a General Affairs & Public relations Officer, I took part in Coordinating my team during media conferences, managing the Facility, supervising the working Staff, organizing the VIP & Cultural events of the Korean Embassy, Preparing Contracts following the Egyptian/Korean Law, Assisting in the selection process of the "GKS – Korean Government Scholarship" and a lot more. Also, I was responsible for Managing & delivering several Projects in my team concerning the General Affairs work. As a "General Affairs Assistant".

I was chosen to get my summer training as an Administrative Assistant in the Law Department at the "IDSC - Egyptian Cabinet of Ministers". It was such a valuable experience to have a look on the governmental working environment, rules and ethics.

Following my passion in the IT & Computer Development I was a part of Google Developer Scholarship & Million Arab Coders Scholarship which is an initiative held by the UAE.

After a 3 years' studying experience in the Computer development field, I'm considered to be a Junior Front-End Developer. And I got hired by a German company as a part time developer which is where I spent my free time.

Experiencing the Governmental environment more than one time made me a person who excels at meeting deadlines, always exceeding expectations and working with a wide variety of people. I enjoy working in the office environment and the challenge of meeting business goals, especially organizing Diplomatic Events & Programs.

Adding to this, I used to spend my free time in the university in my online Platform which was created in order to spread and provide the Korean entertainment content more inside the Arab world, I played an integral part in administrative support and later as a Manager for it. I made sure the team meets the deadlines all the time. Maintaining a high level of professionalism is always a top priority, and I believe every employee is valuable and should be treated with respect. And that's how you maintain a healthy working environment.

I'm looking forward to building my career working in the International Diplomatic Organizations. And I wish someday to be able to work in the UN. Thus, I think the opportunity provided by your organization is very valuable for me. And I guarantee that I have demonstrated enough experience for the opening position in your organization.

Sincerely,