



VEBRONIA KAMEL ASSAD KAMEL

vibroniamvj@gmail.com DOB: May 18th 1997

Mobile No.: +971544054033

Nationality: Egyptian

Country of Residence: UAE Visa on sponsor

Qualifications:

Bachelor of Mass Communication

- Experienced in Prezi, all streams of Microsoft office (excel, power point, word)
- Experienced in windows chromes OS and IOS
- Adobe Photoshop and 3D paint
- Worked with HMS and GREEN RAIN
- Schedule management and event planning.
- Communication skills and public relations proficient.
- Fluent in English, and Arabic.
- IT support in Basic Networking in AL Dhafra Private school.
- Skilled in time management
- worked in translating scripts for marketing purposes
- Experienced in Oracle
- Other systems

Education

Bachelor | October 6th university

9/2014 – 8/2019

Major of mass communication Department of public relations and advertisement

Student | Al Dhafra Private School

12/2004 – 6/2014

American diploma

Experience

IT Administrator | Mawarid Holding Investment – Al Ain

8/2021– 9/2021

Managing communications with company internal and vendors external.

Managing it assets ordering, tracking, and collection. Meeting coordination.

Processing orders through oracle system. Following up on requests and tasks .

Technical support | Vodafone Ireland - Egypt

10/2020 – 1/2021

Managing and handling customers accounts and problems with home landlines , broadband and TV .

IT support and Administrator | Dr. Omar Al Atrash Dental Clinic

3/2020 – 10/2020

Managing the clinic schedule and documents on the clinic system, entering the data for insurance company, submitting new clients and claims using different computer programs HMS and GREEN RAIN, managing different governmental accounts for the clinic.

Freelancer | vibes events

11/ 2019 – 1/ 2020

Ushering and promoting in different events in Abu Dhabi Moments.

Intern | Pyramedia, Abu Dhabi

JULY/2019 – AUGUST/2019

Marketing, presentation, researches, social media and public relations for all the projects and events handled by the company.

Intern | MK advertisement company, Egypt

NOVEMBER/2018 – DECEMBER/2018

Event planning

Creating road advertisements for different ages and different causes

Creating VIP invitations and etiquette of communicating with them

Achieved a grade of A-

Graduation project | October 6th university, Egypt

Planned and executed a graduation ceremony as a graduation project, with a grade of A. including advertisements, prints, sales, and organization of the ceremony.

Hobbies: Scout team member, Football player and Photographer.