

## Objective

To obtain a challenging position in a reputable organization that allows me to positively contribute and innovation to the success of the organization and develop my managerial and practical skills.

## Education

Business Administration; Imam Mohammed Bin Saud Islamic University, 2020

## Experiences

2018 –Present, Taoq Media Research, Secretary to GM; Taoq is a subsidiary of Saudi Research and Media Group (SRMG).

- Organizing GM's appointments, meetings, interviews...etc.

- Organizing and archiving files, documents and administrative records.

- Supervise the preparation of the GM's meetings.

- Follow-up the stages of implementation of any decisions issued by the administration.

- Carry out any other tasks assigned by the management.

- Coordinating and following up all GM's travel and accommodation arrangements abroad and domestic.

- Drafting of all administrative letters issued by the GM's Office.

- Receiving and archiving correspondences received from the GM's office.

- Preparing the company's financial trust report.

- Provide all the data and information that managers need at work, while ensuring that they are correct.

- Directing and supervising communications between GM's office, Chairman's, CEO's and other relevant departments.

- Coordination and follow-up with the various departments and administrations of the parent group of all topics related to the relationship between the company and the group. For example: Human Resources Department, Legal Department, Information Technology Department...etc

2015 – 2018, Numu Al Elmia Company, Executive Secretary in HR Department; Numu is also a subsidiary of Saudi Research and Media Group (SRMG).

- Organizing and archiving files, documents and administrative records.

- Follow-up the stages of implementation of any decisions issued by the administration.

- Carry out any other tasks assigned by the management.

- Coordinating and following up all travel arrangements for employees.

- Receiving and archiving correspondences received and issued by HR department.

- Preparing the company's financial trust report.

- Provide all the data and information that managers need at work, while ensuring that they are correct.

- Directing and supervising communications between GM's office, Chairman's, CEO's and other relevant departments.

- Coordination and follow-up with the various departments and administrations of the parent group of all topics related to the relationship between the company and the

group. For example: Human Resources Department, Legal Department, Information Technology Department...etc.

2014, Alam Alsina'a & Alttijarah Magazine

Editorial Team member (Market Trends)

Conduct press interviews with clients.

Follow-up drafting, auditing and editing press interviews with the editorial department.

Senior Sales Representative

Attract ads for the magazine.

Follow up the design of the visuals.

Coordination between the art department and advertisers

Follow up and strengthen the relationship with clients.

Attract new clients.

2010, White Star Advertising Agency, Marketing Officer.

Attract clients to advertise and get discounts from them.

Follow up the design of the visuals.

Coordination between the art department and advertisers

Follow up and strengthen the relationship with clients.

Marketing the discount booklets to different ministries, companies... etc.

2008 – 2010, IT Advertising Agency, Customer Service Officer.

Sales Representative

Attract ads and marketing campaigns for the local newspapers and magazine.

Follow up the design of the visuals.

Coordination between the art department, advertisers and media owner

Follow up and strengthen the relationship with clients.

Attract new clients.

2006 – 2008 Active On (Mobily subcontractor), Customer Service Officer.

Mobily clients' personal information updates.

## Skills

Customer Service Skills.

Sales and Marketing Management.

Technical Skills.

Persuasiveness.

Listener and Self-Confidante.

Microsoft Office.

Self-motivated, Result Oriented.

Leadership Ability.

Ability to work under pressure & to work in a team.

Development course in customer service, modern marketing strategies and crisis management.

## Language

English Intermediate.

Arabic Native.