

KHLOUD KHOLBAN

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OBJECTIVE

To obtain an entry position to empower my abilities, where it will allow me the opportunity to enhance my knowledge and skills in my field..

SKILLS & ABILITIES

Languages: English (Good) , Arabic (Native)

Software and Computer Experience: (Advanced) in Microsoft Office 365, (Intermediate) GIMP, MAC OS.

Personal Skills: Teamwork, Communication Skills, Self-Motivation, , Critical Thinking, Problem-Solving Skills.

EXPERIENCE

Marketing Club - Imam Abdulrahman Bin Faisal University

SAUDI ARABIA – Al-Rakah

Chief of Executive Committee

May 10, 2020 – Present

Duties & Responsibilities Including:

- Building the executive Committee team.
- Supervising of the executive activities.
- Leading the team to complete projects.

Startup Hub Khobar – Monsha'at

SAUDI ARABIA – KHOBAR

Marketing Coordinator

January 21, 2020 – Present

Duties & Responsibilities Including:

- Building marketing databases.
- Visual identity Coordination.
- Create Social Media contents.
- Coordinate Internal and external communications for social media content.
- create marketing initiatives.
- Prepare organization's marketing performance Monthly reports.

Community Coordinator

August 25, 2019 – January 20, 2020

Duties & Responsibilities Including:

- Planning for workshops and session.
- Review Social Media contents.
- Working with Sales team and coordinate sales effort with team members and other departments.
- Track sales and status reports.
- Supply management with reports on customer needs, problems, interests.
- Create sales proposals and quotations.
- Coordination company internal communications
- Prepare Facility Readiness report for the official launch
- Prepare organization's general performance Monthly reports.
- Working with the management team to track company KPIs performers.

Coop – Marketing

May 8, 2019 – August 24, 2019

Duties & Responsibilities Including:

- Analyzed Market and Competitors.
- Preparing questionnaires to measure UX satisfaction
- Review and design FAQs
- Preparing current & future purchases reports, and update the status.
- Building marketing databases.

EDUCATION

Imam Abdulrahman Bin Faisal University – Dammam

Major: Marketing

Graduation Date: 2016 – 2020

GPA: 4.522 / 5.000

REFERENCES

Available Upon Request