

Maytha A. AL-Shammari
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Objective:

To obtain position as admin in a growing company where exceptional ability to multi-task, solve problems, work effectively in a team, and meet deadlines are required in providing outstanding administrative support to supervisors and managers

Education:

Hafar Al-Baton Science College – Second Honor Class
Graduation: 2016
Major: Bachelor of Biology
Al Moalim Academy for Training & Consulting
Business Management Diploma 2017

Experience:

Favorite Choice Company (Feb 2018 – Sep 2018)

Marketing & Advertising Specialist

- Conducting market research to find answers about consumer requirement, habits and trends
- Brainstorming and developing ideas for creative marketing campaigns
- Analyze data to determine campaign efficiency
- Assisting in outbound or inbound marketing activities by demonstrating expertise in various areas(content development and optimization , advertising , events planning..etc)

Skills:

Technical Proficiencies: Very Good with Microsoft Office Suite & Microsoft Excel Social Proficiencies: Good Communicating skills, Open personality, Ability to work under Pressure, problem solving skills, attention to detail.

Volunteer Experiences:

Twenty 4 Company (2017)

Volunteer Marketing for month by arranging, organizing event and distributing coupons for consumers

Trainings & Certifications:

- CRM Certificate From HP Life
- Strategic Planning Certificate From HP Life
- IT For Business Success From HP Life
- Human Resource Management (3 weeks)
- Leadership skills & project Management (4 hours)
- Secretarial & Office Management (3 weeks)
- Professional Customer Care (3 weeks)
- Insurance Principals (10 weeks)
- Computer Science & IT Skills

References available upon request