

Amjed Abdui Raheem Maki

Executive/Marketing Assistan

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B.A. Business Administration

University Shatt Arab

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CAREER SKILLS / KNOWLEDGE

- *Advertising Placement*
- *New Product Pricing*
- *Product Promotion*
- *P&L Responsibilities*
- *Sales Training and Development*
- *Exceptional communication and networking skills*
- *Extensive computer skills: MS office, social networks, internet and e-mail, word processing, WordPress*
- *Successful working in a team environment, as well as independently*
- *Great organizational skills*
- *The ability to work under pressure and multi-task*
- *The ability to follow instructions and deliver quality results*
- *Inside and Direct Sales*
- *New Client Development*
- *New Product Case Development*
- *Competitive Strategy Development*
- *Long and Short Range Planning*

Objective :

Highly motivated, dedicated and dynamic Marketing Assistant with a proven track record of completing projects within the timetable and in accordance with client standards and guidelines. My goal is to eventually build a career in Marketing with your esteemed company. For now, I would like to offer my 6 years experience, acquired training, proficiency in popular software programs for marketing and top-notch administrative skills and prove my value as the new Marketing Assistant for High Impact Digital Solutions.

Responsibilities:

Handled the company's online presence – regularly updated the company's website and various social media accounts

Maintained and organized numerous office files

Constantly updated the company's contact and mailing lists

Monitored ongoing marketing campaigns

Prepared presentations for prospective clients

Monitored press coverage

CAREER ACHIEVEMENTS

- *Providing marketing tips to companies.*
- *And create a spreadsheet on Facebook for market awareness .*
- *An advertising company has been marketing consultancy for two months .*

