

AMJED ABDULRAHEEM BUSINESS ADMINISTRATION

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OBJECTIVE

Highly organized, focused and results-driven Business Administrator with experiences in Accounting and have experience in the marketing for advertising company. I am seeking a position as Business Administrator/Marketing/ human resource disciplines with Halford Retailers so I can share my experience, expertise, and skills in contributing to the continued success of your widely respected company.

SKILLS

Soft skills :Adaptability ,Multitasking
,Management, Teamwork
,Collaboration, Time management,
Prioritizing

Technical : Data analysis
Software programs ,Accounting or
bookkeeping, Writing and editing, Social
media management ,Project management
Writing and communication

EXPERIENCE

• SALES CLARK • LIBRARY • AUG 2018 – PRESENT

The main responsibilities are: Sales books in retail settings Part of this position involves cashier duties, which requires sale systems. The other duties are involves sales tasks, such as helping customers find products and upselling promotional products. It is required interacting with new people on a daily basis.

• MARKETING • EVENTON • JUL 2015 – OCT 2015

Main responsibilities are: Undertake daily administrative tasks and coordination of the department's activities, Support marketing executives in organizing various projects

Conduct market research and analyze consumer rating reports/ questionnaires, Prepare and deliver promotional presentations

Compose and post online content on the company's website and social media accounts, Write marketing literature (brochures, press releases etc) to augment the company's presence in the market and Communicate directly with clients and encourage trusting relationships.

EDUCATION

**BACHELOR DEGREE IN BUSINESS ADMINISTRATION •
2014 TO 2018**