

# **Najd Shaye Al-Sahli**

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Nationality: Saudi

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## **CAREER OBJECTIVE**

I worked on developing my administrative and office aspects through working in management and marketing, and gained experience with direct supervision, dealing with data, taking care of the objectives of the facility in which I work, and setting development plans, so I will put all my skills to advance this Organization

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## **EDUCATION**

**Diploma in Administrative Science.**

*Date of graduation, 2016*

**Princess Nourah bint Abdulrahman University, college of community**

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## **EXPERIENCE**

**•Administrative Specialist.**

1/07/2022-Present

**Ifas**

**( Private and Royal Facilities)**

Entering data into Excel, checking lists and attendance

**• Marketing supervisor**

1/06/2022-30/06/2022

**Ifas**

Follow-up and supervision of the work within the company, raise requests, verify contracts and statements, and follow up on them

**• Marketing Specialist**

4/09/2021-31/05/2022

**Ifas**

Create and develop marketing programs, analyze the performance of campaigns and work to increase followers. Responsible for the main staff interface

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## **COURSES**

**Your way to successful project.**

**Princess Nourah University**

**The start of your project between professional and creativity**

**Princess Nourah University**

**Financial claims specialist**

**Riyadh Chamber**

**Social media accounts management specialist**

**Riyadh Chamber**

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## **SKILLS**

- *Cooperation, initiative, teamwork, curiosity, and learning everything new for development*
- *Skill in effective communication, ability to persuade and achieve customer satisfaction*
- *Sufficient knowledge of using Office programs and managing office business*
- *Accelerated learning, knowledge of and adherence to business laws, ability to lead myself and my team and provide assistance and support*
- *My knowledge of management and my ability in marketing, writing attractive content*
- *Confidence, self-control and lack of emotion*
- *I have creative and design thinking and dealing with the customer, writing speed, adding content and knowledge. Completely using all social media*