

Najd Shaye Al-Sahli

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Nationality: Saudi

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

EDUCATION

Diploma in Administrative Science

Date of graduation, 2016

Princess Nourah bint Abdulrahman University, college of community

EXPERIENCE

•Administrative Specialist, Ifas

1/07/2022-Present

(Private and Royal Facilities)

Entering data into Excel, checking lists and attendance

• Marketing supervisor, Ifas

1/06/2022-30/06/2022

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

• Marketing Specialist, Ifas

4/09/2021-31/05/2022

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

• Customer Service English Mobility, Contact center company

5/2019-11/2019

Contact center company

• Customer Services, Flynas

7/2017-3/2019

Customer service and answering their inquiries, providing the information requested by the customer

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

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