

ALHANOUF ALOTAIBI

advertising and Marketing
Communication

MAIN OBJECTIVE

To be par of a challenging team that strives for the better growth of the organization and to provide me with the opportunity to enhance my talent with an intention to be an asset to the organization.

CONTACT DETAILS



0547516042



Otaibialhanouf@gmail.com



Riyadh

LANGUAGES:

- Arabic
- English

References

Available upon request

ACADEMIC HISTORY

Imam Mohammed Ibn Saud Islamic University
Advertising and Marketing Communication
Class of 2021| Second honor GPA:4.53 out of 5.00

Institute of Public Administration
Executive Secretary Program
Class of 2015| GPA:4.23out of 5.00

WORK EXPERIENCE

Nournet telecommunication company

Administrative assistant
April 2022- Present

- manages department schedule by maintaining calendars for department personnel and arranging meeting, conference, teleconference, and travel.
- contact with suppliers and vendors.
- compose letters, memo, and Emails.
- Researching and evaluating prospective suppliers.
- taking accurate and comprehensive notes at meetings.
- Assist with basic presentation, reports, and research.
- Managing administrative processes such as filling claims and others.
- make travel accommodation arrangements.
- Preform any other task and duties assigned by the line manager within the realm of education and ability.

Golden scent

Marketing intern
August 2021 - November 2021

- writing push notifications for the application.
- Participating in Saudi National Day campaign.
- writing captions and posting Instagram posts.
- schedule posts for Instagram using social sprout.
- arranging agreements with influencers.
- Request designs from designer's

PERSONAL SKILLS

- Advanced in Microsoft office programs
- Hard working with team
- Time management.
- Ability to work under pressure.
- Typing Arabic 30 wpm English 25 wpm
- Attention to details