

Haya Abdullah



+966504935447



Haya.bat2020@gmail.com



Kingdom of Saudi Arabia



Objective

Goal-oriented and motivated Marketing Graduate capable of using various online marketing tools such as websites, written and audio blogs, as well as videos and producing coherent texts that achieve harmony between ideas. Skilled with effective communication and cooperation skills that qualify me to work with different departments such as the graphic design department and sales department. Adept at carrying out promotional campaigns using creative ideas that improve the organization's position in the market and increase sales volume. Seeking a challenging position where my diverse skills and knowledge would be fully utilized and expanded while making a significant contribution to the organization's success.



Experience

Intern

Al-Ahsa Municipality | Jan 2022 - May 2022

- Proofread and edit technical texts.
- Write articles and technical reports.
- Maintain documents and amend them promptly.
- Use office programs to write the required content.
- Draft letters, research papers, and monthly newsletters.
- Restructure and proofread texts and edit various articles.
- Review and design documents and texts for grammar, spelling, and style.
- Oversee the timely delivery of required content and use a timely publication plan.
- Ensure that the content is free from errors of all kinds, such as spelling errors and linguistic structures.
- Take the appropriate decisions regarding dealing with files, such as archiving, reviewing, or destroying the document.



Certifications and Courses

- Computer Use in Office Work | New Horizon Institute
- Digital Marketing | Future's Quartest | Sep 2021
- Cyber Security and Information Security | Future's Quartest | Sep 2021
- Establishing and Developing Photography Skills | Future's Quartest | Sep 2021
- Administrative Empowerment | Mnar Platform | Sep 2021
- Technical Skills in Education and Work | Mnar Platform | Sep 2021



Education

Diploma Degree in Marketing

Al Ahsa College of Technology |
2020 - 2022

GPA: 3.99 out of 5.00



Skills

- Digital Marketing
- Photography
- Cyber Security
- Market Study
- Business Administration
- Analytical Thinking
- Time Management
- Communication
- Organization
- Research
- Creativity
- Flexibility
- Teamwork
- Multitasking
- Fast Learning
- Report Writing
- Problem Solving
- Active Listening
- Meetings Planning
- Attention to Details



Languages

- **Arabic:** Native Proficiency
- **English:** Professional Working Proficiency