

NAJOUUD SALAH ASSIRY

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ARIABI 7884

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PROFESSIONAL SUMMARY

Real estate professional with expertise in sales, marketing, and contracts. Social Media *Marketing (SMM)*. Coordinated appointments with prospective buyers to showcase houses and plots. Answered phone calls and emails from potential and existing customers.

EDUCATION

bachelor of Business Administration, 07/2020
king Faisal University - AlAhsa

Higher Diploma in Accounting, 02/2012
King Khalid University - Abha, 14

Basics and Principles of Financial Accounting
DOROUB - ABHA

E-marketing course
King Khalid University - ABHA

**Certificate of achievement for completing the Career
Preparation Program**
MASK - ABHA

Professional Research
MASK - ABHA

Microsoft Excel
Attken

Functions of human resources
DROOB

English conversation skill for beginners
DROOB

Cybersecurity from student to leader Executive ,Computer skills
attaa - abha

Mobile professional photography
the International Academic Institute

The power of word and thinking in professional attraction
emaraacademy

SKILLS

- Negotiations expert.
- Communications.
- Traditional marketing & Social Media Marketing (SMM)
- Invoicing and collections
- Financial reporting, Account reconciliation
- File management, Microsoft Office
- Friendly nature ,Relationship building, Administrative support

LANGUAGES

Arabic: C2
Master or proficient

English: A2
Elementary