

PHONE

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EMAIL

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ADDRESS

Riyadh, Saudi Arabia

ACHIEVEMENTS

Recipient of the honor shield trophy after working six months as an Account Executive for the Saudi pavilion at Dubai Expo 2020, as part of the media team.

SKILLS

- Interpersonal skills
- Account / Project management
- Social media management
- Preparing analytical reports
- Computer Literacy
- Strong work ethic
- Customer service experience
- Eye for excellence and high level of standards
- Graphic design

LANGUAGES

Arabic Mother-tongue

English Fluent

EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT

May 2020

International Technical College -AlMajma'ah
GPA 4 of 5

ENGLISH CERTIFICATE

2018

Cambridge Assessment

WEJDAN ALMUTAIRI

ACCOUNT EXECUTIVE

PROFILE

As an account executive, I bring strong interpersonal skills providing support and communication to meet clients' needs, experience in managing social media accounts, monitoring performance, publishing, marketing, and preparing analysis reports, as well as my passion for making a difference in the organizations I work with.

EXPERIENCE

July 2021- Present

ACCOUNT EXECUTIVE

Bassmat Integrated Agency, Riyadh

- Worked on many projects for major entities such as the Dubai Expo2020, the Ministry of Culture, and the Ministry of Tourism.
- Accounts handling: Saudi Arabia pavilion at DubaiExpo2022, Value In Health Center, Ministry of Tourism, Alargan projects, LandRover, and Jaguar.
- Schedule, and organize content according to the client's brand guidelines, along with managing the client's social media presence.
- In charge of publishing on all Social Media platforms.
- Managing and preparing social media analysis reports for clients.
- Keeping track of invoices and project finances
- Creating a proposal to get clients.
- Experience with advanced social media management and intelligence tools for brands and CRM.
- Trained as Account Executive in the marketing department for 4 months.
- Brief training as a graphic designer.