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# DOAA ALSMAIL

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Riyadh . ♦ 0536570373 ♦ dsalsmail@gmail.com

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## PROFESSIONAL SUMMARY

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Highly motivated, committed and energetic established track record of completing projects within the timetable and in accordance with client standards and guidelines. My moto is to eventually build a more challenging career in Marketing and sales with your esteemed organization

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## WORK HISTORY

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**Account Manager**, 2/2021 – 12/2021

**shgardi** – Riyadh

- Oversaw an account sales data setting and performance reporting for all accounts
- Managing partner's accounts
- Upload partner data in dashboard
- Assisting a partner with preparing and upload data on the portal
- Follow up with the operation team about cash flow
- Following up with key accounts to keep up with their contract requirements.
- Training partners to use our system
- presented business proposals to prospective clients

**Marketing Assistant**, 11/2020 – 02/2021

**shgardi** – Riyadh

- Providing support to the marketing department.
- Creating reports on sales performance
- Closing deals with influencers
- Closing deals with our partners
- Writing and upload reports to the sales department
- Perform research to get new partners
- Follow up with the

**Telemarketer**, 01/2020 – 04/2020

**marcom** – Riyadh

- Answering phone inquiries, direct calls, and provide basic company information
- Managing databases and input information in CRM system, data, and records
- Answered inbound telephone calls from interested customers to persuasively discuss offerings.
- Writing performance report.

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## SKILLS

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- Microsoft Office proficiency
- Sales
- Account management
- Communication skills

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## EDUCATION

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**Diploma** : Diploma in Marketing GPA 4.16, 03/2020

**Princess Noura University** - Riyadh

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## COURSES AND CERTIFICATES

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أساليب ومهارات البيع

التسويق الرقمي -تحسين محركات البحث