



ZAHRA YASER SAIF

MANAGEMENT AND MARKETING

ABOUT

An energetic and enthusiastic person seeking a position that utilizes knowledge and experience to obtain a challenging career opportunity in my academic field of Business administration and HR (management & marketing) which will provide me the opportunity to make a strong contribution to serve your company and achieve its goals while building up my skill and knowledge. Highly motivated and passionate to learn new technologies, concepts and advancements.

CONTACT



Muharraq, Bahrain



+973 39977616



zahraasaif04@gmail.com



<http://linkedin.com/in/zahraa-saif-a90317187>

LANGUAGES

English
Arabic

PROFESSIONAL SKILLS

Project and time management
Microsoft 365
Marketing research
Decision Making
Critical and Analytical thinking and problem solving

PERSONAL SKILLS

Organized
Willingness learner
Attention to detail
Team player and collaboration
Communication and motivated

WORK EXPERIENCE

ASRY | FRB 2022 - JUL 2022

Procurement Data Entry

Transferring data from paper formats into computer files (vice versa) and database systems using oracle software, or optical scanners. Making orders and creating spreadsheets with large numbers of figures as well as attention to details, also updating existing data, and Sorting and organizing paperwork after entering data to ensure it is not lost.

UDATA | OCT 2021 - DEC 2021

Administration and Management officer \ HR

Dealing with many tasks in management and administration; Preparing projects reports, data entry, handling attendance software, creating rules and regulations that fit UData, attending the meetings and writing the minutes of meetings (MOM), creating weekly and monthly schedules for daily tasks for all employees.

ALQUOD INTERPRICE | FEB 2021 - APR 2021

Human Resources and Marketing

Create human resources manual outline, organizational structure with job description for each position, leave form, holidays memos, and important announcements memos, employee performance forms, employee training plan as per the organizational Structure positions, Complete a full database of companies in the GCC, create 12-month marketing newsletter content to promote our services/product.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION , MAJOR IN MANAGEMENT AND MARKETING

University of Bahrain | 2016 - 2021

COMMERCE STUDENT , LOCAL EDUCATIONAL

Istqlal secondary school | 2013 - 2016

CERTIFICATE

Project Management	Procloud Center	Nov 2021
Head start	Injaz Bahrain	Mar 2021
Investment and saving seminar	BIBF	Dec 2020 - Jan 2021
A more comprehensive workplace	Bank of BISB	Dec 2019