



# ZAHRA FUAD

## PERSONAL PROFILE:

A highly ambitious, dedicated, professional with a keen interest for new challenges and to gain experience I would like to develop my career through building diverse expertise in different professional fields. I am an enthusiastic team player and a focused person and I would seek all the possible ways to achieve my goals.

## CONTACT



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## EDUCATION

2009 - 2014

**Bahrain Polytechnic**

Bachelor Degree

Marketing

2006 - 2009

**Alhoora Secondary School**

High school Diploma in Commerce

## SKILLSET

- Microsoft Office
- presentation skills
- leadership skills
- communication skills
- ARP System (focus)
- Woo Commerce(world press)
- Social Media Campaign Tools
- Google ad-sense
- google analytics
- High standards of ethics and integrity
- time management

## WORK EXPERIENCE

### ADMINISTRATIVE ASSISTANT

**cheeta Mobile (live Me)** |

**SEP 2019- Current**

- supervision team daily task
- solving problems and issues
- customer support
- translate reports
- prepare and review daily report
- reporting to operation manager
- prepare project proposal

### E-COMMERCE EXECUTIVE

**Bu khamseen - E50 (MJB)** | **January 2019- Sept 2019**

- E commerce content and Promo
- E commerce (logistic) Inbound & Outbound
- E-commerce customer service

### TELE-SALES

**Zain** |

**SEP 2016- SEP 2017**

- approaching customers
- selling products
- built relationships with customers

### GENERAL SERVICE ASSISTANTE

**Ahli United bank** |

**April 2015 - April 2016**

- Monitoring and handling office equipment
- Dealing with customer inquiries
- responsible of receiving salaries transfers
- redirect documents to operation

### FINANCIAL PLANNER

**AlHilal Life** |

**June2014-December2014**

- planning people's financial statues and introduce the best saving and protection plan that suit them based on their needs and dreams.