



FATEMA MOHAMED EBRAHIM

PERSONAL PROFILE

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

EDUCATION

- **2014:** Extended Diploma in Accounting- Bahrain Training Institute-BTI
- **2011:** Muharraq Secondary School – Commercial Sector
- **NOV 2019:** Social Media Marketing for Business
- **JAN 2019:** Customer Service Excellence- BIBF
- **DEC 2017:** Professional Diploma in Digital Marketing – DMI
- **FEB 2017:** Level 4 Certificate in Sales & Marketing Management- ISMM UK

CONTACT



Bahrain - Saar



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SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Familiar with basic Microsoft Office applications
- Digital Marketing and Social Media skills

WORK EXPERIENCE

Business Developer - Quality House Consultancy

APR 2017 - JUN 2020

- Handled the company's online presence – regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients
- Event planning, manage all pre-event planning, organising guest speakers and delegate packs, coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget.
- Generate new leads with the aim of creating more sales.

Adminstration Coordinator - Origin Training Center

JAN 2016- FEB 2017

- Scheduling and planning for training and workshops
- Handled the company's online presence – regularly updated the company's website and various social media accounts
- LCCI- English for Business project manager, team leader for a team consider of four employees to achieve the target and manage the operation process.
- Part of the Quality assurance and improvement team

Receptionist - AL-Moalem Institute

APR 2015 - DEC 2015

- Scheduling and planning for training and workshops
- Run the system of registrations and follow up with the trainees.
- Handle the social media marketing.