

**Zahra Sayed Mohammed Sabt Abbas**

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**Objectives:**

Seeking a position where I can expand my knowledge and use my skills.

**Personal Information:**

**Date of Birth:** 24<sup>th</sup> Feb, 1992

**Gender:** Female

**Nationality:** Bahraini

**Educational & Qualifications:**

- 2010-2015 Bachelor of Web Media at Bahrain Polytechnic University (GPA3.53)
- 2007-2010 General Certificate (Commercial, GPA95.1)  
(Al-Ahed Al-Zaher Secondary School)

**Working experiences:**

- **07/18 till 08/19 Ashrafs "Y.K. Almoayyed & Sons" (Social Media Executive)**
  - Manage the existing Social Media channels of Ashrafs (Twitter, Facebook, Instagram).
  - Respond and react to comments/customers queries.
  - Social media content generator.
  - Social Media campaigns plans.
  - Design materials for social media use.

- Translating and proof read
- Social media Data analytics and reports.
- Social Media Advertisements.
- Assist marketing designers upon request.

- **08/17 till 6/18 MASGO Ventures (Marketing Coordinator)**

- Designing
- Photography
- Social Media Management
- Social media content generator
- Marketing yearly Plans, Reports & Budget
- Event managing
- Translating
- Communications

- **04/16 till 7/17 Zain (Sales Executive)**

- Customer service & sales

### **Skills:**

#### **Computer Skills:**

- Very familiar with Windows environment, most of Microsoft Office Applications, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, Adobe After Effects.
- Excellent use for social Media and marketing through several platforms.
- Good experience with Online Marketing.
- Excellent experience in using CMS.

#### **Communication Skills:**

- Good in presentation and communication (face to face).

#### **Languages:**

- Arabic: Native
- English: Fluent

**Interpersonal skills:**

- Ability to work under pressure in critical and dynamic situations.
- Fast learner, hard worker and self-motivated.
- Good organizer of final deliverables.
- Good experience in searching and writing reports and documentations.
- Good in translation from English to Arabic.
- Talented photographer and videographer.

**Preferences:**

- References are available upon request.

**Portfolio:**

<https://drive.google.com/drive/folders/OB-lu0V5qsw-UaEZiZi13aHVPRG8?usp=sharing>