



MARYAM JUMA

MARKETING SPECIALIST

About

Smart, detail-oriented and hardworking person with an education in Business Management and Marketing. Looking for a job within my interests and studies to contribute my knowledge, experience and add value in your company.

Contact & Personal Details

- Single
- Bahraini
- CPR: 971003718
- Hamad Town, Bahrain
- in Maryam.Juma
- +97336992553
- Maryamjuma97@gmail.com

Skills

General Skills

- Administration
- Verbal and written communication
- Customer support
- Online marketing
- Negotiation

Technical Skills

- Microsoft Office
- Computer skills
- CRM
- Technical Support
- Fundamental and Technical analysis

Language Skills

- Arabic
- English

Experience

Marketing Specialist

TG Digital Marketing | Feb 2020 - Present

Finance department (Professional Investments)

Main Tasks:

- Dealing directly with the international financial market (Bourse) for shares, stocks and bonds.
- Acquiring new clients for investment opportunities.
- Provide investment recommendations to clients based on fundamental and technical analysis.
- Planning for social media campaigns.
- Provide technical support and platform setup to clients.

Internship trainee

Batelco | June 19 - Sep 19

Enterprise department (SM - Admin operations)

Main Tasks:

- Provide administrative support to sales operations department for small and medium enterprises.
- Dealing with Batelco systems: Mobile, Broadband and landlines.
- SM Enterprises segmentation.
- Setting sales targets and incentives.
- Documenting processes and flowcharts.
- Preparing enterprise data warehouse (EDW) reports and minutes of meeting (MOM).

Education

Bachelor in Business Management

University of Bahrain, Bahrain | 2015 - 2019

Minor: Marketing