

NAJWA TARIQ AL-MATAIRI
MARKETING SPECIALIST - FINANCIAL ASSISTANT

Riyadh
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Profile

Professional Dedicated and results - graduate from International Islamic University Malaysia (IIUM at the Faculty of Economics and Management Sciences) with a Bachelor's Degree in Business Administration (Major in Finance) Detail-oriented Financial Assistant successful at advising on financial matters such as business trends, income forecasts and cost-benefit analysis. Able to generate financial statements, reports and tax records.

EXPERIENCES

B-seen company

Marketing Specialist | present

Providing administrative support to the marketing and sales team .

Updating social media accounts

Almara'a Trading company (Turki Dabayh app)

Financial Assistant

2021- 2022

Coordinating and planning for services , facilities , and required inventory to ensure that all deadlines are met Responsible and oversee transaction to ensure all aspects of the events were implemented and controll

Almara'a Trading company (Turki Dabayh app)

marketing Assistant

2021- 10/8/2021

Providing administrative support to the marketing and sales team . Updating social media accounts

Almara'a Trading company (Turki Dabayh app)

customer support

6/4/2020 - 3/4/2021

help customers with complaints and questions, give customers information about products and services, take orders, and process returns. By helping customers understand the product and answering questions

Saudi Student Society

Financial Executive

2018 - 2020

Assisted with financial planning , development , and execution of various campus and university events and activitie.

EDUCATION

ENGLISH COURSE ELSINTERNATIONAL COLLEGE

2013-2014

International Islamic University Malaysia (IIUM)

2018 — 2022 | Bachelor business Administration (Major: Finance) (Kulliyah of Economics and Management Sciences (KENMS))

CERTIFICATION

CUSTOMER EXPERIENCE DESIGN FOR CUSTOMER SUCCESS: EFFECTIVE CX DESIGN AND CUSTOMER JOURNEYS

Future learn 15/1/2021 — 28/2/2021

Coventry University

MASTER DIGITAL MARKETING: THE MARKETING MIX The LIFTBANK

3/7/2021 — 28/7/2021

MASTER DIGITAL MARKETING: MARKETING

FUNDAMENTALS THE LIFT Bank

3/7/2021 — 28/7/2021

CUSTOMER EXPERIENCE DESIGN FOR CUSTOMER SUCCESS:

Future learn

Coventry university

SKILLS

Microsoft Office (Excel, PowerPoint, Word), Linux, Adobe Acrobat, Multimedia, Adobe Photoshop, CS3 Adobe Premiere, FrontPage, MS Windows

LANGUAGE

Arabic Native

English Fluent