



# Zainab Al-kubaesi

Office Manager

Iraq

## Summary

Having worked in communication and Pharmaceutical industries for long time, I have gained extensive experience in Office management, Marketing, Event Planning, Customer Service, Data entry, and Sales. My forte lies in being a team player and delivering results on time. I look forward to having a long-term association with a growing company wherein I can contribute to its growth and cherish the learning opportunities invariably associated with it. With BA in Statistics from University Of Baghdad.

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## Experience

PIONEER Co. for Pharmaceutical Industries

**Office Manger**

March 2019 – April 2023

Iraq

- . Organizing meetings and managing databases.
- . Booking transport and accommodation
- . Organizing company events or conferences
- . Dealing with correspondence, complaints, and queries
- . Preparing letters, presentations, and reports.
- . Supervising and monitoring the work of administrative staff
- . Liaising with staff, suppliers, and clients.
- . Implementing and maintaining procedures/office administrative systems.
- . Delegating tasks to junior employees
- . Organizing induction programs for new employees
- . Ensuring that health and safety policies are up to date
- . Attending meetings with senior management
- . Collaborate with HR to maintain office policies as necessary

## Contact

zainabalkubaesy@yahoo.com

(Mobile) +964 780 577 4774

## Top Skills

Marketing  
Event Planning  
Public Relations  
Office Management

## Languages

Arabic (Native)

English (Intermediate)

## Personal Details

Nationality: Iraqi

Date of Birth: October 3, 1988

Marital Status: Married

## Computer Skills

Office: Excel, Word, Outlook, and PowerPoint.

## PIONEER Co. for Pharmaceutical Industries

### **Marketing and Public Relations Manager**

July 2017 – March 2019

Iraq

- Plan event from start to finish according to requirements, target audience and objectives.
  - Planning, developing and implementing PR strategies.
  - Deploying successful marketing campaigns and own their
  - Come up with suggestions to enhance the event's success.
  - Prepare budgets and ensure adherence.
  - Build marketing programs to support specific marketing objectives.
  - Lead promotional activities for the event.
  - Supervise all staff (event coordinators, caterers etc.).
  - Analyze the event's success and prepare reports.
  - Develop and implement crisis communications advice and media strategy, as needed.
  - Plan and budget for PR events, programs and initiatives.
  - Writing reports and analyzing data.
  - Develop business cases for marketing programs at the proposal stage
- In addition, make recommendations on marketing tactics

## Yes Iraq Communication

### **Sales Manager**

August 2014 - July 2017 (3 years)

Iraq

- Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results.
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
- Implements national sales programs by developing field sales action plans.
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.

Yes Iraq Communication

**Sales Coordinator**

July 2013 - August 2014 (1 year 2 months)

Iraq

- To respond quickly and efficiently to all in-coming sales enquiries, by telephone, and email, preparing brochures as required
- To follow up all enquiries, preparing proposals where necessary with potential clients to show them our facilities
- Co-coordinating all details for the client.
- Promotion of our facilities to new and existing clients through a pro-active approach
- Responding to and coordinating all internal meeting requests

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**Education**

University Of Baghdad- Iraq

Bachelor's degree, Department of Statistics · (2007 - 2013)