



THEKRAYAT SMADI



CONTACT



00962792049077



Thekraalsmadi94@gmail.com



JORDAN – Amman/Shmaisani



Date of Birth: 3/4/1994



Nat: Jordanian



PERSONAL SKILLS

- ✓ Organizing, managing and planning work
- ✓ Sales and marketing skills
- ✓ Experience in office and administrative work
- ✓ Teamwork and organization skills
- ✓ Personal strength and leadership skills
- ✓ Computer skills and Office programs
- ✓ Ability to promote and maintain the organization her picture
- ✓ Ability to work under pressure and deadlines
- ✓ The ability to learn quickly and adapt to any new situation
- ✓ Ability to supervise routine operations on a daily basis
- ✓ Strong Communication Skills

PROFILE



A qualified and ambitious person with high organizational skills and I am able to communicate, negotiate, advise and simplify information. A keen learner looking to expand the range of knowledge obtained and easily adapt to different environments and backgrounds, a strong personality prepared to withstand pressure, and a strong believer in teamwork and continuous improvement

EDUCATION



- **B.Sc. Fine Arts & Arts Technology**

YARMOUK UNIVERSITY - 2013 – 2017

WORK EXPERIENCES



- **Account Manager, Social Communication, Digital Marketing & IT Services**

E-mail Solution Company

- Operating as the lead point of contact for any and all matters specific to your accounts
- Contribute to improving social media content across all company's social media channels by providing compelling material for our target audience
- Conduct regular audits for social media and website marketing performance & Track marketing metrics and analyze digital data to measure marketing success.
- Implement security measures & Monitor security certificates and company compliance of requirements

- **Marketing Officer**

Pc.net Company

- Contribute in the implementation of marketing strategies
- Plan advertising and promotional campaigns for products or services on a variety of media
- Prepare content for the publication of marketing material and oversee distribution

- **Sales Executive Officer**

SAMEH AL KHADER COMPANY - 12/2014 – 12/2016

- Acting as a point of contact between customers and companies
- Negotiating terms of sales and agreements and closing sales with customers
- Gathering market and customer information to figure out the customer needs
- Responding to customer queries and resolving their objections to get them to make a purchase

COURSES



- **Communication Skills Course**

SPARK ACADEMY

LANGUAGE



ARABIC ●●●●●●●●●●

ENGLISH ●●●●●●○○○○