



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.

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

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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

Education

University Of Baghdad- Iraq

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