








# Sana Habbab

I am a highly organized and hard-working graduate looking for an environment that will encourage me and utilize my educational background in business administration and communication. As an adaptable individual continuously driven by achieving first-class results, I always strive to meet job demands and deadlines through diligent work ethic and dedication to quality.

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## CONTACT & INFO

-  Riyadh, KSA
-  +966559145352
-  sanahabbab1999@hotmail.com
-  Syrian
-  year of birth: 1999

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## SKILLS

- Bi-lingual
- MS Office expertise
- Dedicated team player
- Able to grasp new ideas quickly

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## CERTIFICATIONS

- *Enhancing the Role of Innovation and Intellectual Property*  
Imam Muhammad ibn Saud Islamic University, 2020
- *Entrepreneurship and E-commerce*  
Imam Muhammad ibn Saud Islamic University, 2020

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## LANGUAGES

- Arabic
- English

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## EXPERIENCE

### ***Social Media and Marketing Executive***

#### **Forever Living Products - Riyadh, KSA**

- Conducted daily engagement on social media by responding to messages, comments and outreaching to community, following marketing strategies.
- Managed social media calendars, determining what to post and timings, developing according to marketing strategies.
- Managed responses to negative comments and posts with calm, clear communication and problem-solving.
- Updated social media on latest company news, updates, product releases and promotions.

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## EDUCATION

- **Bachelor of Business Administration, Imam Mohammad Ibn Saud Islamic University - Riyadh, KSA ( 2020)**  
First Class Honors Student 4.94/5
- **Bachelor of Arts Communication, Syrian Virtual University - Damascus, Syria ( 2023)**