

# REEMA ALSUDAIRY

AlKhobar

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## EXECUTIVE SUMMARY

I am currently a sales and marketing supervisor at a real estate company specializing in residential project construction, and a member of the Saudi Authority for Accredited Residents, I am keen to continue to grow and acquire the skills needed to enhance my career and look for valuable opportunities.

## WORK EXPERIENCE

### ADMINISTRATIVE ASSISTANT IN MARKETING AND SALES - R.C.CO COMPANY - 2020 - UNTIL NOW

- Supervising the marketing and sale of the company's projects in a sakani program
- Supervision Social Media Marketing
- Facilitate customer financing
- Customer Relationships

### REAL ESTATE VALUATIONER OAREA COMPANY- 2021 - UNTIL NOW

- Follow up All interests, rights and obligations related t the possession of real estate .
  - Review of instruments and bank contracts
  - Data entry

## EDUCATION

### IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Faculty of Literature  
Bachelor of History  
2016 -2020

### TAQEEM ACADEMY

Real Estate Department  
2021-2022

## COURSEES

TOT  
Risk Management  
Human Resources  
Real Estate Marketing  
Finance for  
non-financial  
Introduction to IT