

NADA ALQAHTANI

Business Administration

PROFILE

A qualified graduate Business Administration student from Prince Mohammad bin Fahd University, seeking a position at your company. Offering excellent communication and interpersonal skills with educational background and ability to work well with people.



HAJIR DISTRICT, DHAHRAN,
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EDUCATION

Bachelor Degree in Business Administration, Prince Mohammed ben Fahad University, 2016

Certificate in Internship as a Customer Services, Alrajhi Bank 2016

Certificate of appreciation, Saudi Aramco's 2018 IKTVA event

SKILLS

MICROSOFT WORD

POWERPOINT

EXCEL

PRESENTATION/ SLIDESHOWS

RESEARCH

EXPERTISE

MARKETING PLANNING

SOCIAL MEDIA

BRANDING

REPORT WRITING

CUSTOMER SERVICES

EXPERIENCE

EVENT MANAGEMENT

- Developing and implementing marketing and advertising campaigns
- Brainstorming and researching event plans and concepts.
- Managing branding and communication.
- Developing event feedback surveys.
- Preparing event budgets and processing invoices

DHAHRAN
EXPO

AL KHOBAR

2018-

CUSTOMER SERVICE

- Maintaining solid customer relationships by handling questions and concerns
- Maintaining a positive, empathetic, and professional attitude toward customers
- Processing orders, forms, applications, and requests.
- Communicating and coordinating with colleagues as necessary.
- Ensure customer satisfaction and provide professional customer support.

ALRAJHI
BANK

DAMMAM

2016