



**MOHAMMED
AMIN
QOUBAISI**

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Saudi Arabia – khobar

PERSONAL PROFILE

Date of Birth : 05-09-1993
Place of birth : AL- khobar
Nationality : Lebanon
Gender : Male

Profile

Graduated with a bachelor's degree in Business Management, I have developed excellent leadership and communication skills and I am looking to utilize them. I believe that my meticulous written and verbal abilities will be of great use. In addition, I'm hoping to apply the knowledge I have gained throughout my years at university in the work-force. Hopefully it will prepare me for a role within this exciting and challenging industry and produce great results

SKILLS AND ABILITIES

Language Fluency

Arabic Native
English

Microsoft

Word
Excel
Power Point

Problem Solving & Public Speaking

Presentations
Organizing Campaigns
Establishing goals and
attaining results
Communication and
negotiating skills
Time Management
Team work

ACADEMIC QUALIFICATIONS

B.S. Business Administration – Management: 2015 - 2019

TRAINING EXPERIENCES:

English language - intensive level
Office programs - intensive level

WORK EXPERIENCE

Al-Jadeer

Al-Khobar

Saudi Arabia

Administration & Marketing 3 month

- Arranging and organizing meetings, interviews, events, etc.
- Able to understand customer needs and handle different types of personalities.
- Achieved personal sales goals while supporting the goals of the team.
- Create a positive image and persuading one to start up a business by promoting business plan.
- Introducing new products to customers

SI-UK

Dammam

Saudi Arabia

Marketing a& Advertising one year

- Planning and implementation of marketing plans
- Build and execute social media strategy through competitive research, platform determination, bench marking, messaging and audience identification.
- Communicated with target audiences and managed customer relationships.
- Developing marketing strategies

Smart way solution and IT company

RIYADH

Saudi Arabia

Account manager 2 years

- Successfully coordinates program and completes project that archives objective.
- Effectively working deadlines, independently and with functional time.
- Resourcefully problem solving with strong organizational skills and demonstrated ability to work successfully with team& colleagues
- Strong communicator with operations skills and demonstrated ability to work well with people at all levels of an organization.
- Focused on increasing efficiencies saving while maintain high quality.
- Always willing and able to learn new skills quickly and accustomed to juggling multiple responsibility.
- Strategic planner able to move visions into reality