

Contact Information

Email

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Address

Palestine- Gaza- Bait
lahya

Phone

00970567403060

Date of birth

01-03-1989

Nationality

Palestinian

Link

<https://www.linkedin.com/in/faten-alakhras-34931641/>

Skills

Leadership

Communication

Business development

Organisational skills

Fast learner

MS office

Proposal writing

Content creation

SEO writing

Digital Marketing

Planning

Monitoring

Languages

Arabic

Native

English

Advanced. IELTS
certificate

Malay

Elementary

Faten Al-Akhrass

Chief Marketing Officer (CMO)

Experienced Chief Marketing Officer and Project manager. I have an excellent experience in digital marketing and building great relationships with clients. I have the desire to learn more about marketing techniques and creating long-term relations with B2B.



Experience

Palestine

January 2017 - Present

CMO & Project Manager

Shpabeek company for digital solution

- Managing administrative tasks and team leader.
- Creating marketing strategies and plans for social media.
- Managing e-commerce stores and SM platforms.
- Writing content for stores, websites, social media and others.
- SEO writing blogs.
- Follow up with team members.

Saudi Arabia

2019 - 2021

Project Manager

Empower Company

- Develop and manage a detailed project schedule and work plan.
- Perform general administrative and clerical tasks.
- Measure company performance to identify areas for improvement.
- Prepare strategic plans based on the company's needs and vision.
- Write proposals and content for social media platforms.
- Work as customer support at early stage.
- Assign tasks and deadlines to team members.
- Generates comprehensive and detailed reports in weekly / monthly basis.
- Generate sales by communicating with clients through zoom meetings.

Malaysia

September 2014 - December
2014

Graduate school of management (IIUM)

- Peer-tutored students in 3 main courses including:
- Quantitative Decision Making
- Operation Management & Management Policies
- Corporate Strategy Subjects
- Provide individualized and group-based tutorials.
- Teach students using case studies, assignments, projects and tutorials.

Malaysia

December 2013 - November
2015

IMAFSdn.Bhd

- Design the company website
- Prepare, edit and write reports, proposals and presentations.

- Store and maintain information in a manual and computerized system.
- Translate from English to Arabic and vice versa.
- Supervise and train internship students in use and policies of the company's system.
- Coordinate office procedures.
- Contact clients to schedule appointments and meetings.

Education

Malaysia
2014 - 2015

- **Master of Management (MMgt)**
International Islamic University Malaysia (IIUM)
CGPA :3.91 out of 4

Malaysia
2009 - 2013

- **Bachelor of Information Technology and Management**
University of Malaya (UM), Kuala Lumpur
CGPA :3.65 out of 4
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