

Suha Ibrahim Al-Hazza

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Saudi Arabia

SUMMARY

Specializing in administrative work, marketing and sales, as well as customer service, I am proficient in working on SAP and EMS systems, preparing reports, data entry and invoicing, and I have the ability to work within a distinguished team, with effective communication skills.

EXPERIENCE

Al-Kifah Building Materials Company Limited | Saudi Arabia

Marketing Specialist | 2021 – 2025 .

Al-Kifah Factory for Central Concrete Mixing Plants | Saudi Arabia

Administrative | 2013-2021 .

- Accounting .
- Reporting and Sales Formatting .
- Customer Service Coordinator .

EDUCATION

King Faisal University | Saudi Arabia

Bachelor's degree in History | 2000 .

OTHER

- **Certifications and Courses:**

- Computer .
- Human Resources .
- Business Administration .
- Digital marketing at the lowest cost .
- Sales .
- Modern Marketing .

- **Hard Skills:**

- Preparing and presenting financial reports .
- Marketing content writing .
- Working with accounting software (Excel, QuickBooks) .
- Sales data analysis and performance monitoring .
- Customer relationship management and problem solving .
- Planning and implementing marketing campaigns .
- Microsoft Office Suite.

- **Soft Skills:**

- Effective Communication Skills .
- Creative Problem-Solving ,
- Adaptability and Flexibility .
- Teamwork .
- Time Management .
- Time Management .

- **Languages:** Arabic, English.