

Nada Waleed Alturayef

Operation Specialist . Sales Executive . Marketing . customer service

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EDUCATION

BA in Library and Information Science Imam Abdulrahman bin Faisal University

08/2016 - 05/2020

Dammam

Courses

- Teaching Strategies
- Information Services
- Information Resources
- Information Ethics
- Information Awareness
- Digitization and Electronic Archiving

PROJECTS

Graduation project The role of universities libraries in information awareness.

01/2020 - 04/2020

Achievements/Tasks

- Write research about the role of universities libraries in information awareness.

SKILLS

Teamwork

Positive Attitude

Quick learner

Attention to details

Flexibility

Problem solving

Content creator

Communication skills spoken and written

Data entry

Information Analyst

COURSES

Sales bootcamp (08/2022 - 09/2022)

Scalers

Maximus (05/2023 - 07/2023)

Dealing with stress (08/2020)

Rafeef Management Consulting

business model (02/2020)

IAU

Internet Marketing Basics (09/2020)

Google

EXPERIENCE

Account Manager @ Koinz
(February - July 2024) .

WAREHOUSE ORDER PROCESSOR
OPERATION @ HEMPEL (July - September
2023) .

MARKETING SPECIALIST @ Beauty.
(January - March 2023) .

OPERATION COORDINATOR @ MUNJZ
(February 2021 - October 2022).

CUSTOMER CARE PROFESSIONAL @ MUNJZ
(October 2020 - February 2021).

MARKETING IN EVENT (April - May 2017).