

# AMIRA AL AKLABI

## DIGITAL MEDIA

### CAREER OBJECTIVE

Highly motivated and dedicated who keep to achieve further professional development. As I have skills in communicating with others and learning in multiple skills. I am seeking to launch career in challenging work environment, where I will develop my managerial and technical skills.

### LANGUAGES

- Arabic
- English

### SKILLS

- Computer skills
- Punctuality and Dependability
- Initiative and Flexibility
- Learning and Self-reliance
- Stamina and Perseverance
- Team spirit
- Leadership qualities
- Competitive

### CONTACT

Location : Saudi Arabia, Riyadh  
Email: amiraalaklabi@gmail.com  
Phone: +966 503227617

### EDUCATION

#### BACHELOR OF DIGITAL MEDIA

Saudi Electronic University

2021 - Present

### EXPERIENCE

#### DETAILS MEDIA PRODUCTION

Training | August - March 2023

- Promotion of campaigns on all platforms:

1- Tik Tok: Kia Al-Jabr

2- LinkedIn: Merced Investment

3- Snapchat: Al Fozan - Armal

4- Twitter: Ministry of Economy

5- YouTube: Ministry of Economy

6- Instagram: Care Hospital

- Reports
- Management of Social Media Accounts
- Project Management

#### CUSTOMER SERVICE REPRESENTATIVE

Al-Ajlan Global, Riyadh | July 2021-July 2022

- Identifying & assessing customers' needs to achieve the highest degree of satisfaction
- Handling customer complaints, providing appropriate solutions & following up to ensure resolution
- Developing strong relationship with current customers besides attracting new customers

### COURSES

- DIGITAL MEDIA SKILLS, Prince Ahmed bin Salman Applied Media Academy | 11/04/2022 - 13/04/2022
- INTRODUCTION TO MARKETING, Rwaq
- E-MARKETING, Dorooob
- FUNDAMENTALS OF HUMAN RESOURCES, Dorooob