**Marwa**

[**marwa.149836@2freemail.com**](mailto:marwa.149836@2freemail.com)

**PERSONAL**

**Nationality:** Lebanese.

**Place and Date of birth**: Dubai, UAE – June, 13, 1990.

**Marital status**: Single.

**Visa Status:** Residence on Father's Sponsorship.

**OBJECTIVE**

Position that offers a challenging yet friendly atmosphere, appreciation for initiative and drive encouragement for independence, ability to use skills attained though past experience and scope for growth.

**EDUCATION**

**Graduated 2014** University of Sharjah (Broadcast Media)

**Graduate Year 2008/2009** Dubai internationalSchool Dubai- U.A.E.

**OTHER SKILLS.**

**(40 Credit Hours) 2011** Cinema & Television Directing Course given by The Director Muhammad Bayazid

**(3 month Course)**  Presenting course with Mohd abu obaid (Future horizon, radio and tv training centre)

**TRAINING.**

• Trained with (Layal Daou) MBC Reporter at MBC morning show in several reports.

* Trained In Idea Media Production Company. (As Assistant Producer)

**WORK EXPERIENCE**

**Furat Qaddouri Music Center.**

**Admin/Social Media Specialist** 03/2016 to Present

* Manage Social Media and day to day activities (Facebook, Instagram, Snapchat and Twitter)
* Create and manage promotions and social ad.
* Worked for the SWMF 2017, made the proposal for the Sharjah World Music Festival
* Doing the Daily Sales Report for the Center.
* Replying on the Emails and Inquires.
* Got to know how to do the Salary Statements and the Salary Slip (Part of the HR work).

**Kitchen Land L.L.C. UAE-Sharjah.** Kitchen Equipment’s.

**Business Development Executive** 10/2014 to 4/2015

* Develop and manage online marketing campaigns for Kitchen Land LLC.
* Follow up and update the website.
* Handle the company social media

**Talk About Media Production. UAE-Dubai. Arwaa’ Abaya Program. MBC1.**

**ASSISTANT PRODUCER.** (2013)

* Scheduling, attending production planning meetings.
* Responsible to interpret the script, ideas and story.

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| * Planned and ensured that the program is made within the allocated budget. * Make sure everything is ready and on set. * Follow up with the team workers. |

**Idea Media Production. UAE-Sharjah. (Rooh al Etihad) song video clip sponsored by H.H Sheikh Hamdan Bin Mohammad Al Maktoum.**

**ASSISTANT PRODUCER.** (2012)

* Work closely with the producer, director and production team.
* Deal with the Kids whom will act in the video clip.

**Arab Motors TV UAE-DUBAI (World Trade Center).**

**INTERVIEWER** .(2012)

* Writing the questions for my interviewee.
* Chatting with my interviewees before starting shooting to make them more comfortable on the camera.

**LANGUAGES**

English (Excellent command in writing, composition and speaking).

Arabic (Excellent comprehension and speaking ability/native language).

**PERSONAL SKILLS**

Excellent numerical skills

Excellent communication skills

Leader / Team Worker

**HOBBIES / INTERESTS**

Getting engaged with new technology.

Travel to different countries.

**Available on request.**