* **About *Me:***

Certified content marketer,Creative, fast learner, Problem solver, Communicator, Natural Leader, Team player, Multi-Tasker, Diligent, Photographer, Interior Designer, Life lover, organized, self-motivated

**Work Experience**

**Marketing Assistant at United Nations Economic Commission for Africa** (February 2016-Present)

**Conference Service Assistant Intern at United Nations Economic Commission for Africa.** (June 2015 – December)

Successfully directed and executed International conferences, seminars, and meetings with efficiency and professionalism.

**Marketing officer/Coordinator at Kifiya financial Technology PLC. (**January 2014- June 2015**)** Designed displays and come up with innovative ideas for center openings and exhibitions. Changed the company’s structure by designing the Brand Architecture and undertaking Market Research. Assisted in the coordination of production of a wide range of marketing materials and literature. Additionally, effectively overlooked exhibitions, events, and workshops from inception of idea to execution

**Administration officer (HR) at Kifiya financial Technology PLC.** (November-January 2014)Responsible for the company‘s image and designed new attractive layout for the offices, and planned set of rules for the efficient and productive working environment.

**Event planning (3 month Project)** (September 2014 –November 2014)**.** Planned and executed materials to make the event unique, come up with creative and innovative ideas to stand out, helped with sourcing of caterers, venue and any necessary material

**Marketing Assistant in Electrical village PLC.** (Part time)Developed a customer friendly approach and created a relationship and communication between customers which resulted in Great trust and confidence in our products.

**Marekting and HR Assistant at Sri Sai business & management consultancy**. (Part Time) (November 2011- July 2014)

**Objective:**

I will benefit your organization grow and expand with the skills I acquired while working for International organizations. Determined to make your organization live by its Mission, Vision and Objective. My interpersonal skill, creativity, diligence and skill is what your company needs to take your company to the next level.

 **Academic Qualification**

BA in Business Administration with skills in Marketing, sales HR, and Management. Graduated with CGPA 3.99

Certificate in Peachtree accounting

High school diploma from Gibson Youth Academy/ Preparatory College (GPA 4.0)

**Online certificate on:**

* Content marketing and email marketing
* Introduction to Marketing.
* Growth Strategy for Business,
* Business Communication,
* Introduction to Time Management,
* Marketing Success for your Business
* Fundamentals of Project management
* Customer Service Training.

**Languages:**

* English (Fluent)
* Arabic (Intermediate)
* Amharic (Native)
* French (Basic)
* Hariri (Native**)**

*** Software Skills:***

* MS power point (Advanced)

**Basic**

* MS Word (Advanced)
* MS Excel(Advanced)
* MS-Publisher
* Prezi
* Adobe Photoshop
* Peachtree
* Auto CAD
* Mail chimp, Issuu, icontact,
* Autodesk Home Styler,
* Social Media
* Outlook, Lotus,
* **OS**: Windows XP, Windows 7 and Windows 8 &10.

***Strengths:***

* Ready to meet deadlines.
* Have the ability to work under pressure.
* Love being creative and unique.
* Ability to produce accurate and consistent work.

***Skills:***

* Email Marketing, Lead Nurturing, Content Writing.
* Flair for design, decoration, Interior design
* Organizational skill, Analytical Skill, and Time management.
* Excellent spelling, proofreading and computer skills.
* Interpersonal skill and fast learner.
* Finishes duties and responsibilities on time.
* Creative, team player, negotiator, and organizational ability.
* Solving problems easily.
* Administrative skill.
* Active on the social media contents and have eye catching ideas for branding.
* Communication skill and Persuasion skill.
* Ability to produce consistently accurate work even whilst under pressure.
* Most importantly drive and ambition