**Abeer**

[**Abeer.360462@2freemail.com**](mailto:Abeer.360462@2freemail.com)

Personal Summary

A highly motivated, confident person with exceptional multi-tasking and organizational skills. Having a professional experience of identifying the needs of corporate accounts and of running and marketing campaigns for key clients. Having the ability in building and maintaining positive working relationships with key decision makers. Possessing a significant record of achievement in account management and able to quickly understand the mission, vision and values of an organization.

Education

* Franciscan Sisters School / Amman, Jordan 2006
* Applied Science University / Amman, Jordan 2010 Faculty of Economics BA degree in Marketing, Rating [Excellent] honor student

Professional Experience

Citibank N. A Jordan June 2014 – Present

Executive Assistant to Chief Executive Officer for Jordan and Iraq

Public Affairs Officer for Jordan and Iraq

* A primary focus on preserving the institution’s image and reputation in the market place.
* Maintains strong and professional relationships with community partners, vendors, and the media.
* Supports community partners in preparing complete and high quality proposals, and ensure these are submitted on time to the Citigroup Foundation.
* Participates in the development of Public Affairs plans that reflect the business/franchise goals.
* Coordinates with the Country Legal & Compliance Officer to ensure that the Branding implementation is in line with the local laws and regulations as well as the Corporate Branding policies and guidelines.
* Actively participates in the management of special Marketing & Public Affairs programs and events and ensures proper coordination of any media relation activities.
* Ensures effective management of internal Marketing & Public Affairs events
* Implements new Marketing & Public Affairs Polices as warranted
* Ensures full awareness and compliance with all Marketing & Public Affairs policies and procedures.

Citibank N. A Jordan November 2010 - June 2014

Relationship Manager Associate

Corporate and Investment Banking Department (CIB)

* Preparing Scenario Plan
* Assist in all RM’s functions and tasks
* Work effectively on assigned multi projects when needed to achieve the required results and deadlines
* Responsible for preparing CADDs for FI & Banking clients
* Respond quickly to customer queries and handle customer issues promptly.

Social Activity

* Citibank Club President 2013- 2016

Relevant Skills and Capabilities

* Public Affairs
* Communication Skills
* Business Development
* Financial Statements
* Relationship Management
* Ability to work with numbers
* Team Working
* Ability to work under pressure
* Marketing Campaigns
* Organizational Skills (Highly structured individual)
* Work Scheduling
* Client Retention
* Excellent interpersonal skills
* Microsoft Office ( Excel, Work and PowerPoint)

Languages

* Arabic: Mother tongue
* English: Excellent, speaking and writing

References

* References and Certificates are available upon request