

Asiya Khatoon

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Operations & Marketing professional with 8+ years of experience assisting with and fulfilling organization needs and requirements. A proven track record of using personal, communication and developmental skills to improve departmental efficiencies. Team player with excellent communication skills, high quality of work and self-motivated. Strong market knowledge and able to work independently.

Experience

AUGUST 2023 - PRESENT

Sales & Marketing | Hany George & Partners for Investment Corporation | Muscat, Oman

Supporting the sales manager and the technical team to generate new enquiries and create client submittals. Responsible for content curation and scheduling for social media accounts.

NOVEMBER 2022 – MAY 2023

Order Fulfillment | Icon Services & Trade | Muscat, Oman

Supported the managers with factory coordination for the placed orders, coordinated with the logistics team, handled all the deliveries to Majan and provided timely updates to the clients.

AUGUST 2022 – SEPTEMBER 2022

Researcher (Contract) | Cling – Marketing Agency | Muscat, Oman

Supported the designer and content creator with market research, brand feasibility and social media monitoring.

MARCH 2022 – JUNE 2022

Sales & Marketing | Al Abeer Hospital | Muscat, Oman

Assisted the marketing manager and operations manager with marketing and promotional activities.

FEBRUARY 2021 – JUNE 2021

Project Administration | Luxury Smart Home Systems | Muscat, Oman

Assisted the sales and project team with quotations and project management and supported the management with brand marketing & advertising.

NOVEMBER 2019 – DECEMBER 2019

Rafeeq.com | FLAMAA International | Muscat, Oman

Developed the launch and progressive marketing and advertising plans for the new venture.

JANUARY 2017 – JANUARY 2019

Creative Strategist | Creative Unit | Muscat, Oman

Assisted the management with growth planning, debt collection and brand management. Supported the design and construction teams with client handling, project management, budget controls, daily accounting, and project research.

FEBRUARY 2016 – DECEMBER 2016

HR & Admin Assistant | New Metrics | Muscat, Oman

Assisted and supported the client relationship, administration, program managers and the trainer with research, client database, training and other related events organization and wrap-up.

AUGUST 2015 – OCTOBER 2015

Call center agent | BPO plus | Muscat, Oman

On-floor staff, handling inbound calls for Papa Johns and outbound calls for Zubair Automotive.

JULY 2015

Internship | Ahli Bank | Muscat, Oman

Worked under the guidance of the branch manager, assisting the front-desk and tellers. Received training on savings account and loans (private and housing).

APRIL 2014 – JUNE 2015

Part-time | Marketing – Events & Exhibitions | Muscat, Oman

Assisted marketing and event management agencies with product promotions, corporate and private event organization and hosting.

JUNE 2013 – MARCH 2014

WIIINGS Team | Sales & Marketing | Red Bull | Muscat, Oman

Assisted Oman's sales & marketing team with product promotion, consumer reviews and events' set-up.

Skills

Accounting & Finance • Project management • Debt collection • Brand marketing • Data analytics • Team management • Client management

Education

NOV 2016

Bachelor of Science in Business and Management - UoB | College of Banking and Financial Studies | Oman

Activities

Literature • Art • Sport