

KHALIL ZEDAN

Human Resource | Marketing | Administration

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PROFESSIONAL SUMMARY:

Results-driven professional with 4 years experience in customer service, and administration. Proficient in building client relationships and exceeding sales targets. Known for exceptional Negotiation and problem-solving skills. Eager to transition into a position in human resources or marketing, leveraging my diverse skill set to contribute to an organization's success.

OBJECTIVE:

Seeking a dynamic role in Human Resources, Marketing or customer service that allows me to utilize my administrative skills. My goal is to contribute to a progressive organization, fostering professional growth and delivering impactful results .

EDUCATION:

Human Resources management | 2018 - 2020

Damascus Training Center-UNRWA

PMP-Project Management Professional | 2022-2023

Ousos - Training & Human Resource Development

WORK EXPERIENCE:

Manager Assistant - | 2019-2020

ALQoma Training center - Damascus

- Provide comprehensive administrative assistance to the manager, such as scheduling meetings, managing emails, and maintaining organized files and documents.
- Act as a communication bridge between the manager and other team members or external stakeholders, ensuring efficient information flow and timely responses
- Assist in project management by helping to plan, track, and coordinate tasks, deadlines, and deliverables, while also ensuring projects align with the manager's goals.
- Collect, analyze, and present data and reports to aid decision-making, and help the

manager make informed choices and set priorities.

Feasibility Studies Specialist - |2020-2021

ADM Commercial - Damascus

- Conduct comprehensive research and analysis to determine the viability of potential projects, including market research, financial modeling, and risk assessment.
- Gather relevant data, both quantitative and qualitative, and perform in-depth analysis to assess the feasibility of projects, ensuring accurate and well-documented findings.
- create clear and concise feasibility study reports, summarizing your findings, conclusions, and recommendations for decision-makers.

Marketing Executive | 2021- 2022

Alshalaty Group for advertising - Damascus

- Plan and execute meta marketing campaigns
- Conduct in-depth keyword research and analysis to identify relevant and high-impact keywords for meta campaigns, ensuring that they align with business goals and user intent
- Implement A/B testing for meta titles and descriptions, analyze performance data, and make data-driven optimizations to enhance click-through rates
- Continuously monitor and analyze competitor meta strategies, identifying opportunities and areas for improvement

Digital Marketing Specialist | 2022- 2023

Knowledge Kafe educational platform - Sharjah

- Plan, execute, and optimize digital marketing campaigns across various channels, such as social media, email, and pay-per-click advertising, to increase brand visibility and drive conversions.
- Utilize tools like Google Analytics and social media insights to track the performance of marketing campaigns, analyze user behavior, and make data-driven adjustments to enhance results.
- Worked closely with various departments, including design, content creation, and development teams, to ensure the successful execution of integrated marketing campaigns. Coordinated efforts to meet project deadlines, maintain brand consistency, and achieve campaign objectives.

LANGUAGES

- Arabic: Mother Tongue
- English: Pre-intermediate level

COURSES:

- E-Marketing Manage Paid Digital Campaigns
- The right digital presence
- digital analysis by
- youtube marketing
- Creative in Ads manager
- Get started with Ads on facebook
- Connect with customer on instagram
- Build an online business presence

PROFESSIONAL SKILLS :

- Communication Skills
- Business Correspondences
- Business Research
- Presentation Skills
- Microsoft Office Suite

PERSONAL DETAILS:

- Date & place of birth: Damascus | 2000
- Marital status: Single
- Nationality : Palestinian

REFERENCES:

- MS Iman ghazi |Academic Instructor of English | UNRWA| DTC
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- Mr. Sharif Ali | Academic Instructor of English | UNRWA|DTC
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