



REHAM ADEL

Social Media Strategist

Motivated and highly productive Social Media Strategist with a research background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and clients through outstanding interpersonal skills.

WORK EXPERIENCE

RECEPTIONIST

2019 - 2020

Fintas Clinic

- Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.
- Prioritizes tasks while staying focused on several projects simultaneously; diligently follows up on outstanding items.
- Assists walk-in clients, schedules client appointments, answers phone lines, and helps clients with questions and issues.

DATA ENTRY AGENT

2020- 2021

Eventat Kuwait

- Assigning events information in the mobile application and website.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.

SOCIAL MEDIA SPECIALIST

2021-2022

- Achieved a strong, visible social media presence and developed concepts with viral potential.
- Create and schedules weekly content for clients professional social media accounts.
- Stay up-to-date with changes in all social platforms ensuring maximum effectiveness

CUSTOMER

2022-2023

SUPPORT REPRESENTATIVE

Rise Advisory

- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Keeping records of customer interactions, transactions, comments, and complaints..
- Managing a team of junior customer service representatives.
- Responding promptly to customer inquiries.

EDUCATION

Benha University

2015 - 2019

Bachelor of Media and Mass communication.

- With Honors (GPA 3.5 /4.0)

CONTACT

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📍 Hawalli , Kuwait

EXPERTISE

- Copywriting
- Visual story-telling
- Social Media Marketing
- Graphic Designing (2y)
- Critical Thinking
- Creativity
- Attention to detail

LANGUAGES

- Arabic
- English (Fluent)