

# RANA KAMAL

## ACCOUNT EXECUTIVE

### CONTACT

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Dubai, United Arab Emirates

### SKILLS

- Client Servicing
- Events Management
- Communication Skills
- Computer Skills (Microsoft Office)
- Leadership
- Time Management
- Coordination Skills
- Finance Handling

### EDUCATION

#### BSc (Hons) Business Management with Finance

University of Brighton - Brighton, UK  
2019- 2022

#### Business Administration - (Marketing Specialisation)

University of Medical Sciences and Technology - Khartoum, Sudan  
2016-2019

### LANGUAGES

English  
Arabic (Native Language)

### PROFILE

As a diligent and tenacious finance major graduate from the University of Brighton in Brighton, UK, I have consistently strived for excellence in both my professional and personal pursuits. During my undergraduate studies, I gained valuable work experience that honed my performance, time management, teamwork, and collaboration skills. I am eager to learn and have demonstrated a remarkable ability to adapt quickly. Additionally, I possess great energy and would be a brilliant addition to any team.

### WORK EXPERIENCE

#### Digital Account Executive

Tribe - DAL Group  
December 2022- April 2023

- Worked with clients to develop digital marketing strategies that aligned with their business goals and objectives.
- Oversaw the execution of digital campaigns, ensuring they were delivered on time, within budget, and to the highest quality.
- Created reports for clients on the performance of their digital campaigns, highlighting key metrics and insights.
- Collaborated with internal teams, such as creative and technical teams, to ensure that campaigns were executed to the highest standard.

#### Events Coordinator

Tribe - DAL Group  
January 2023- April 2023

- Coordinated with ticketing agencies to distribute tickets to the event.
- Developed a detailed schedule of events for the day of the performance, including rehearsals and sound checks.
- Coordinated with a wardrobe and makeup team to ensure that all orchestra members look their best for the performance.
- Managed any issues or problems that arise during the event, such as scheduling conflicts or technical difficulties.

#### Executive Assistant

Alanoud Mining Khartoum  
August 2022- October 2022

- Maintained records and databases.
- Handled correspondence and phone calls.
- Assisted in recruitment and training of new employees.
- Coordinated arrangements and itineraries

#### Assistant Stylist

Highlight Productions  
March 2021- December 2021

- Assisted in selecting clothing and accessories for TVC's and photo shoots.
- Organised and maintained wardrobe and accessory inventory.
- Assisted in creating mood boards and visual presentations.
- Assisted in fitting clothing on models or clients.
- Assisted in coordinating and directing hair and makeup teams.