



## SHEILA CASIPLE

### MARKETING EXECUTIVE

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#### RELEVANT SKILLS

- Collaboration
- Marketing
- Creativity
- Teamwork
- Communication
- Customer Service

## WORK EXPERIENCE

### **AUGUST 1, 2013 – DECEMBER 30, 2018 MARKETING EXECUTIVE - WAFRA FINANCIAL BROKERAGE COMPANY**

Perform a variety of administrative and managing all office routing work for the day to day.

Fixing appointments with visitors and clients coming to the office and process variety of documents and forms including reports and verbal instructions.

Coordinating the flow of information both internally and externally. Processing general correspondence and keeping a watch on top of management calendar.

- Arrange and coordinate the schedule for all appointments and business meetings indoor and outdoor. Improving and maintaining office files and correspondence and maintains a strategic working relationship with team and all key departments.

### **MAY 1, 2019 TO PRESENT SENIOR MARKETING EXECUTIVE - AL ZAEEM MANAGEMENT & MARKETING CONSULTANTS**

Devising and presenting ideas and strategies

Compiling and distributing financial and statistical information

Maintaining websites and looking at data analytics

Organizing events and product exhibitions

Updating databases and using Customer Relationship Management (CRM) system

Coordinating internal Marketing and organization culture

Bringing More Clients in the company

Sending reports and signals to the clients.

## EDUCATION HISTORY

### **Bachelor of Science in Elementary Education**

West Visayas State University, Iloilo Philippines-  
2004 - 2005

April 2003-2004 Cabudian National High School

March 1999-2000 Dalid Elementary School

## REFERENCE

Mr. Fahad al Balushi - CEO - Wafra  
Financial Brokerage Company Kuwait  
Phone No. +965 99732885

### Carrier Objective:

To obtain a position that will enable me to use my organizational skills marketing executive background and ability to work well with people as well. I am looking forward to become a part of your company that will enhance and improve the potential and skills I possess to enable growth and assist with development of the company.