

Career Objective

Seeking a position in the administrative field where I can utilize my organizational and administrative skills to improve workflow efficiency and contribute to achieving organizational goals.

Education

Diploma in Office Management
International Technical College

Work Experience

Customer Service Representative – Saed International Company

- Responded to customer inquiries multiple communication channels
- Handled complaints and provided appropriate solutions
- Improved customer satisfaction and enhanced overall experience

Cooperative Training – Eye Hospital (Administration & Attendance Monitoring)

- Monitored attendance and departure records
- Performed data entry and prepared administrative reports
- Organized files and documentation and supported daily administrative operations

Sales Associate – Perfume Shop

- Assisted customers in selecting suitable products
 - Achieved sales targets and displayed products professionally
 - Managed sales transactions and POS operations
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Courses & Training

- Time Management
 - Human Resources Management
 - First Aid
 - Artificial Intelligence
 - Interview Skills
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Skills

Technical Skills:

- Computer Proficiency
- Data Entry
- Office Administration
- Customer Service

Soft Skills:

- Effective Communication
 - Teamwork
 - Adaptability & Flexibility
 - Problem Solving
 - Time Management
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Languages

- Arabic: Native / Fluent
- English: Intermediate