

# SHARIF SALEH GHANIM ALMEHMEL



0559155521



Saudi



KSA



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09/03/1986 AD

## Profile

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I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

## Education

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- **Diploma Degree in ( General Administration)**
  - Major: General Administration
  - Graduation: King Faisal University
  - Grade: Good

## Experience

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- Operations Manager at Al-Rajhi Bank, from 02/11/2013 to Present
- Security man at Gulf Chemicals And Industrial Oils Co., from 20/03/2012 to 22/04/2013
- Security man at Al-Farabi Company from 18/09/2010 to 17/03/2012
- Customer Service Representative at Technics Digital Communications Company , from 01/08/2008 to 09/06/2010
- Governmental Relations Representative at Mohammad Al-Mane Alsakri from 01/12/2005 to 01/01/2008

## Training Courses

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- Completed training course in ( English Language) conducted at Al-Basam Institute
- Completed training course entitled (Professional Code of Conduct for New Employee) conduct by Alrajhi Bank.
- Completed training course in (Customer Service) conducted by Alrajhi Bank.
- Completed training course in (Performance Management) conducted by Alrajhi Bank.
- Completed all requirements of (RBPFC) Certificate

## **Certificates of Appreciation**

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- Awarded a Certificate of Appreciation and Recognition from Al-Rajhi Bank for my sales in April 2015.
- Awarded a Certificate of Appreciation and Recognition from Rkiza, for my efforts and contributions in works assigned to me.

## **Technical Skills**

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- Very good knowledge of customer service technics
- Very good knowledge of Microsoft Tools (Word, Excel, PowerPoint)
- Very good knowledge of Managing Sales and Operations
- Data Entry
- Very good knowledge of preparing reports with full understanding of Financial systems

## **Soft Skills**

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- Work Under Pressure
- Very Good Knowledge of Emergency Procedures
- Time Management
- Very good Communication Skills
- Very good English Language