

# AMJAD ABUSAMRA

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08.09.1981

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## PROFILE

*My experience and education covers all about with the wide range. I well aware of interdepartmental and interior organizational relationship, confidential, responsibility, and have ability to improve and modify whenever required, and I am also work hard..*

## EDUCATION

**High school Al-Khobar of Saudi Arabia (2000)**

Science

**2001 English Conversation Practice Courses and Reading and Written. In Al- Khobar KSA 2002 Course Computer for Microsoft Word, Microsoft excel, Microsoft Office. In Al-Khobar KSA**

## EXPERIENCE

**2005 - 2021**

**paris gallery KSA**

*Sales executive (perfumes- skin care- cosmetics) .*

*Ensure high levels of customer satisfaction through excellent sales service - Assess customers needs and provide assistance and store and answer their queries. - Follow and achieve department's sales goals on a monthly, quarterly and yearly basis. ensure proper customer service - "Go the extra mile" to drive sales - Build productive trust relationships with customers- Team up with co-workers to*

**2002 - 2004**

**hospital silver crescent KSA**

**Receptionist**

*Welcomes patients and visitors by greeting patients and visitors in person or on the telephone -answering or referring inquiries -.Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone. - Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays. - Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area -.Ensures availability of treatment information by filing and retrieving patient records. - Maintains patient accounts by obtaining, recording, and updating personal and financial information - .Obtains revenue by recording and updating financial information; recording and collecting patient charges.*



# PERSONALITY

## Confidence

- Professionalism
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## Flexibility

- Responsibility
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## Ability to diagnose problems

- Ability to work under time pressure
- Ability to motivate

Good communication Team player skills - written and oral

# LANGUAGES

Arabic

English

# SKILLS

## SOFTWARE SKILLS

Microsoft Excel

Microsoft Outlook

Microsoft Powerpoint

word

## HOBBIES

skills

Travel

Football Reading