

AQEEL HASSAN ALMAHAL

0566218240
Almahalaqeel@gmail.com
TARUT 4668 – 32613
DAMMAM, SAUDI ARABIA

SUMMARY

Background in clerical and secretarial roles with proven knowledge and skills, contributing to efficient office operations.

EDUCATION

05/2019 **Institute Of Public Administration, Dammam, Saudi Arabia**
Associate Degree: Executive Secretary

WORK HISTORY

- 07/2019 – 12/2019 **Customer Service Representative, Anjaz Samsung - Al Khobar**
- Informed customers on billing procedures, processed payments and provided assistance to set up payment options.
 - Assisted customers by answering questions and solving problems.
 - Keeping records of customer interactions, transactions, comments and complaints.
 - Preparing, sending and receiving shipments.
- 06/2017 – 10/2017 **Cashier, Casa Pasta - Dammam**
- Operated cash register for cash, check and credit card transactions.
 - Resolve customer complaints, guide them and provide relevant information.
 - Greet customers when entering or leaving the store.
 - Track transactions on balance sheets and report any discrepancies.

TRAINING

- 03/2019 – 05/2019 **Executive Secretary, Tayseer Finance – Dammam**
- Answering phones and directing the calls to the correct people.
 - Greeting visitors and directing them to the appropriate place.
 - Handling incoming and outgoing mail.

COURSES

- 03/2020 **Basic Photoshop, Tutsplus - online course**
- Instant Automatic Photo Fixes.
 - Discover Adjustment Layers
 - Crop Photos.
 - Remove Unwanted Objects From Photos

SKILLS

- Written and verbal communication skills
- Type [40] WPM
- Microsoft Office
- Strong time management
- Letter writing
- Attention to detail