

Alwaleed Fahad Almotaiwea

Nationality: Saudi
Marital status: Singel
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OBJECTIVE

To be part of a company that provides professional growth with a challenging and rewarding career while allowing me to utilize my knowledge and skills

ACADEMIC PROFILE

Diploma in Office Management

Al Kharj College of technology | January 2019

EMPLOYMENT HISTORY

Cashier

Abdullah Al Othaim Markets | July 2016 - February 2020

Tasks and responsibilities:

- Welcoming customers and answering their inquiries
- Dealing with cash registers and point of sale devices
- Inventory and balancing the cash register
- Issuing receipts, processing refunds and exchanges
- Reporting to the supervisor and informing him with customers suggestions and complaints
- Following all store procedures and guidelines

CERTIFICATION AND TRAINING COURSES

- Occupational safety and health licensed

- Principles of occupational safety and health in accordance with OSHA training course

HRP center for training | 15 - 19 March 2020

SKILLS AND ABILITIES

- Adaptability and flexibility
- Time management
- Fast learner
- The ability to work under pressure
- Basic English language
- Good ability to build relationships