

# AMJAAD ALHARBI

## PERSONAL INFORMATION

Specializing in English skilled in writing and speaking. I am highly productive and I am also hardworking, I always respect time. Eager to work as a team to ensure customer satisfaction.

## VOLUNTEERING

- Trained in Taibah women charity for 2 weeks.
- Trained in Ajyal Alghad school for 2 weeks.

## GET IN TOUCH

Mobile: 054 755 6352

Email: amjad.alharbi.sa@gmail.com

LinkedIn:

<http://linkedin.com/in/amjaad-alharbi-79b7521a2>

Address: Saudi Arabia, Medina, Alhajrah

## SKILLS & INTERESTS

- Excellent communication skills
- Ability to work under stress
- Teamwork
- Self-confident, Self-motivated and cooperative
- Challenges accepter
- Responsible, Reliable, Patient and Adaptable
- Willing to learn
- Team leader
- Trainer
- Soft skill
- Customer service skills

## WORK EXPERIENCE

### Customer Service

*DALLAH TAIBAH HOTEL., 2017 TO 2020*

- Guide the customer and assists them
- Receiving calls and following up with requests
- Writes reports, company brochures, etc.
- Using Microsoft Word & Excel
- Assists new employees
- Checking guests reviews and feedback
- solving problems

## ACADEMIC HISTORY

### Taibah University

*DIPLOMA IN ENGLISH LANGUAGE AND TECHNOLOGY GRADUATED IN 2012 WITH 4.69 EXCELLENT*

### Oxford Partnership of Excellence

*ASSOCIATE DIPLOMA IN BUSINESS MANAGEMENT., 2015*

- International Certificate in IT skills (spreadsheet, word processing, using the computer and managing files and presentations).
- Key English Test (council of Europe level A2)
- Preliminary English Test (council of Europe level B1)