

Ateg Althumairy

Professional Goal

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Get in touch!

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Address:

Jeddah.

Academic History

Diploma in Computer Network Technology. 2020

At the General Organization for Technical and Vocational Training.

Work Experience

Receptionist

BATCO Company. | 6/2019 -20/05/2021

Welcomed all customers with friendly greeting, answered general questions, gathered nature of visit and directed to specific offices.

Receptionist

Advanced Hardware Company Limited. | 2-2015 - 3-2015.

Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.

Customer Service Employee

Gulf Training And Education Company. | 7-2013 - 12-2014

Recommended services to customers, thoroughly explaining details. Responded to customer requests for products, services and company information.

Receptionist

Dr. Muhammad Al Badi Medical Company For Al-Zahra. 4-2013 - 7-2013

Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.

Certificates

- Preparing correspondence.
- Administrative coordination.
- Outlook..
- Basics of information security.
- Reports preparation.
- Basics of IT Infrastructure Library.

languages

- English (Good).
- Arabic (native).

Skills & Abilities.

- Ability to work under pressure.
- Solve problems quickly.
- Knowing how to deal well with all customers.
- Strong computer skills.
- Enjoy working within teams.