

## OBJECTIVE

My career objective is to acquire a challenging position in an environment where I can best utilize my skills and play a role in the unlimited growth and success of the organization.

A team player who likes working with others to achieve results and leave impact. Strong communicator and able to work in diversified environment in a seamless and professional way.

## CONTACT

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Riyadh, Saudi Arabia



## SKILLS

- Desire to creativity and development
- Communication skills
- Teamwork ability
- Good in computer
- Quick learning

# ATHEER ALHOMOUD

## SALES EXECUTIVE

### EDUCATION

Diploma degree, Business Administration and Management, AlKhair University

### EXPERIENCE

#### MOBILY, SALES EXECUTIVE

(February 2020 - October 2020)

Customer Service, Accounting Operations:

- Invoicing, Marketing and introducing the company
  - Preparing internal administrative reports
  - Coordination and supervision of internal activities
- Representing the company in external marketing activities

#### RIYADH ELM UNIVERSITY, CUSTOMER SERVICE REPRESENTATIVE

(January 2018 – July 2019)

- Communicate with customers
- Raise customer complaints and suggestions
- Preparing internal administrative reports

### TRAINING COURSES

Cybersecurity  
Mixed work environment ethics  
Effective communication with costumers  
Smart work ethics  
Customer service & branding  
Executive secretary  
Microsoft office  
Time & stress management

### LANGUAGES

Arabic: Native  
English: Good