

# Curriculum Vitae



## PERSONAL

**Name**  
Tariq Al-Talhi

**Address**  
Alasfa  
23453 Saudi Arabia -Jeddah

**Phone number**  
+96659555221

**Email**  
tariqaltalhi9@gmail.com

**Date of birth**  
13-12-1989

**Place of birth**  
Jeddah

**Gender**  
Male

**Nationality**  
Saudi

**Marital status**  
Married

**LinkedIn**  
<https://www.linkedin.com/in/tariq-altalhi-03a2a821b>

## INTERESTS

Organizing data, Using a computer

## LANGUAGES

English ● ● ● ● ●

Arabic ● ● ● ● ●

## RESUME OBJECTIVE

Seeking a challenging and rewarding opportunity with an organization of repute which Recognizes and utilize my true potentials in new data employee service / customer service in travel agent

## EDUCATION AND QUALIFICATIONS

Sep 2005 - Jul 2007 **Secondary certificate**  
*Al-Azeezia School, Jeddah*

May 2010 - May 2012 **Certificate of completion**  
*Canadian language learning college, Canada*

Jun 2012 - Aug 2012 **Final transcript**  
*University pathway program, Canada*

## WORK EXPERIENCE

Apr 2015 - Dec 2022 **New data employee**  
*Panda Retail Cpmpany, Jeddah*

A new employee information from collects vital new hire data that you need to gave on file ,your from should include some basic information, like contact information and emergency contact details.Remove or adding new employees in GOSi ,and create a work injury.Documenting the contract to all the employers of the company in GOSI .Print a businesses card for any employers in the company .

Jan 2008 - Jul 2011 **Customer service agent**  
*National Flights Services Company, Jeddah*

interact with customers to handle complaints, process orders, and provide information about an organization's products and services, it's also answer questions or requests from customers.They typically provide services by phone, but some also interact with customers face to face, by email or text, via live chat, and through social media.Qualifications include good communication, problem-solving, and computer skills.

## SKILLS

Microsoft Programs ● ● ● ● ●

Great communicator ● ● ● ● ●

Team work ● ● ● ● ●

Time management ● ● ● ● ●

Flexibility ● ● ● ● ●

Patience ● ● ● ● ●

Leadership ● ● ● ● ●

Reliability ● ● ● ● ●