

NOUF ALI

Business Administration

s.no0ofy119@hotmail.com

0532397119

Jazan , KSA

Saudi

7/10/1413

in/nouf-ali-105892178

NOF_39a

LANGUAGES

English ★★★★★

Arabic ★★★★★

HOBBIES



SUMMARY

Working in a side that allows me to take advantage of its expertise in order to pass the challenges of work and obtain more responsibilities and administrative experiences in order to develop my administrative and scientific skills and contribute to the development of the employer that I will work with to achieve common goals and increase productivity by taking into account the privacy of work and maintaining the system.

WORK EXPERIENCE

Reception

Jan 2018 - Oct 2018

Aknaf Aljamaal Dental Center

Jazan

Worked with customers to understand needs and provide service
Resolved problems, improved operations and provided exceptional client support
Increased customer satisfaction by resolving issues
Resolved conflicts and negotiated mutually beneficial agreements between parties

EDUCATION

Diploma Administrative Science , Business Administration

2014 - May 2016

Jazan university

Jazan

PERSONAL SKILLS

MS Office

100%

Microsoft Word

100%

Self-motivation

100%

Decision Making

100%

Microsoft PowerPoint

100%

Microsoft Excel

100%

Adaptability

100%

Teamwork

100%

Organization

100%

Customer service

100%

COURSES

How to write a resume and apply for work

2016

Jazan University

computer

2016

Neighborhood club schools in Sabya

Communicate Effectively with Customers

2019

Droob

Principles of Customer Service

MM 2019

Droob

Customer Service - Professional Interaction

2020

Droob

Fundamentals of Management

2020

Droob

Completion certificate

2020

Mohammed bin Salman Foundation

Future Shifts in Financial and Banking Services

2020

Droob

Anti-Money Laundering

2020

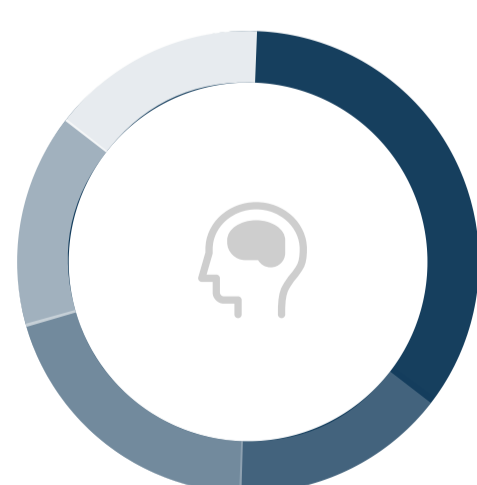
Droob

Fight infection

2020

online

MY TIME



Working (35%)

Family (15%)

Co-ordination (20%)

Entertainment (15%)

Relaxing (15%)