

EBTISAM ABDUALLAH

OBJECTIVE

Working in a facility characterized by an excellent work environment that achieves my ambition and helps me achieve my national vision and benefits me by gaining experiences, exploiting my abilities and skills, and being an effective and productive member to achieve success and development and contribute to the development of the workplace.

ACADEMIC QUALIFICATIONS

Diploma in Business Administration (Imam Muhammad Bin Saud Islamic University)
GPA: 3.89 out of 5 | Grade: Very good

Diploma in computer applications (Imam Muhammad Bin Saud Islamic University)
Grade: Excellent

EXPERIENCES

- ❖ Sales Representative (Anwal Company) - for three months.
- ❖ Customer Service (Contact Center) - for one year.
- ❖ Supervisor branch (Mobily) - 03/05/2020 – Until now

COURSES

- ❖ Principles of customer service.
- ❖ Effective communication with clients.
- ❖ Problem-solving skills in the work environment.
- ❖ Culture of remote work - the administrative aspect.
- ❖ Secretarial editing.
- ❖ Self-development.
- ❖ Human Resources.

SKILLS

- ❖ Computers skills.
- ❖ Group or individual work.
- ❖ Adapt to work pressure.
- ❖ Flexibility in dealing.
- ❖ Effective communication.
- ❖ Time Management

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✉ ibtsami831@gmail.com

🌐 Riyadh

👤 Saudi

👥 Single

📅 01/07/1994

LANGUAGES

- ❖ Arabic : Native
- ❖ English : Very good