

HAJAR ADEL ALMDALLAH

هاجر عادل المدالله

Al sahafa, Riyadh, Saudi Arabia | C: 966 53 45 99 505 | hajarmadallh@gmail.com

Summary

- Accounting diploma graduate with more than 3 years of marketing experience in Saudi market with multinational companies and banks sectors.
- Advanced computer skills, fast typing with strong MS excel knowledge, PowerPoint reports creator and good outlook email system user.
- Active interpersonal and communication skills with perfect time management and ice breaker sales man skills.

Personal Skills

- Strong computer skills
- Microsoft Office
- Marketing experience
- Team worker
- Time management
- Customer Care
- Call center
- Documentation
- experience in a program
SAP & SMACC

Objectives

Looking for a good job opportunity where I can develop and share my career experiences and make success for my job bath.

Education

ALFAISAL international Academy, Riyadh, Saudi Arabia
Diploma in Accounting
Graduated - July 2017. With very good GAP 85%.

AL AKMAR Institute for Women, Riyadh, Saudi Arabia
Use of computers in office work
Passed - September 2008.

AL AKMAR Institute for Women, Riyadh, Saudi Arabia
English language
Passed - November 2009.

Employment History:

FOR NOW IN ACOMPANY 'WETICO WATER &ENVIRONMENT '

Sales coordinator July 2108 -right now .

3rd Bank Al Jazira, Riyadh, Saudi Arabia

"Training after graduation"

Marketing & Customer Care *August 2016 - Dismember 2016*

Marketing for credit card and bank services as well as office work, documentation filing, scanning and printing of documents.

2nd Ixina Kitchen, Riyadh, Saudi Arabia

Call center and customer service *March 2014 - February 2015*

Answering customers calls, replying on life chat and emails for customer questions and inquires.

1st Alshaya Retail Academy Riyadh, Saudi Arabia

Sales representative *June 2012 - February 2013*

Appling for the marking plans for shop offers as well as arrangement for the shop items according the offer period.

Languages

Arabic: Native mother language

English: Good for business proficiency

Personal Information

Nationality: Saudi Arabia

Age: 1409 Hijri

Address: Al Sahafa District, Riyadh SA.