

Khlood Almozaini

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Resume Example by:
3ziz.com

PROFILE

Seeking an entry-level position to begin my career in a high-level professional environment.

EDUCATION

JAN 2019

Diploma of Small Business Management, International technical college

EXPERIENCE

One semester 2019

Alumni Service, HLC College

- Help with students services and admin staff, help with master classes and employability workshops, and any other assistance with college and students.
- visit prospective students in high schools around Qassim Province to present the College as another higher education choice to consider.

One semester 2018

Customer Service, Library HLC College

- Respond to customer inquiries and resolve.
- Maintain customer database and update periodically.
- Ensure best practices in rendering services to customers.

SKILLS & LANGUAGE

- MS Office.
- English language
- Time management.
- Active listening.