

Resume

Name: Motlaq Saleh Motlaq AlAteeq

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The objective :

I have the passion and ambition to improve and to take on a new challenge to learn new skills and to share my experience with my company and to improve my skills and knowledge to higher level

Experience :

1-Company :ADD Est **Job:**Administrative Assistant **From** 2015/8 to 2019/8

Review and verify invoices and record them on the computer. Reviewing the daily intake and recording it in the computer

Update incoming and outgoing data on computer

And follow-up work and workers

2- Company :DHL **Job:**Customer services. **From** 2011/10 to 2015/3

Responding to incoming calls, customer inquiries and transfer calls to other departments

Giving customers the latest updates on shipments, notes and delivery addresses

Make reservations to send shipments to and from companies

Registration of data for companies or individuals wishing to benefit from the company's services

Education :

Two Years Diploma in Networking, graduated on 2008\2\12. score 87% very good from New Horizon institute

Trainings and Certificates

- KFUPM- English Language and Technical skills, from 24 June, 2000 to 2 August 2000.
- English Language Course from 6 March, 2004 to 12 April 2004 from new horizon Institute
- Application & Maintenance Course 6 months- from 29 February 2004, graduated on 13 December 2004. Score: 86%very good
- Making and achieving goals course in Taqat center 2020
- Time management and priorities course in Taqat center 2020
- Excellence in sales course in Taqat center 2020
- Work ethics course in Taqat center 2020
- Introduction in Mystery shopper course 2020

Awards

- Extra Miler employ of the month January2014 from Dhl company
- Center of excellence certified for demonstrating the continued commitment required to achieve the center of excellence for 2014 from Dhl company

Skills

I speak and I write English , I use computer program's maintain and format computer . Team work. Problem solving. Fast learner