



Saudi



Riyadh Saudi Arabia



19-11-1993



female



Nouf995@gmail.com



+966532027836

NOUF ALOTAIBI

SOCIALMEDIA



<https://www.linkedin.com/in/nouf-alotaibi-56497b123>

PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization .

EDUCATION

2013 → 2016

Princess Noura bint abdulrahman

Diploma in marketing and sales

Work experience

09-2021 → present

Alymine Group

Telephone sales coordinator

- Coordinating training and scheduling for sales staff
- Answering client questions regarding their account or sales products

01-2020 → 06-2021

Maharah human resources

Social media specialist

- Communicating with social media followers, including responding to queries in a timely manner.
- responding to customer queries via email, live chat, video, phone, and social media channels.

02-2019 → 02-2020

Maharah human resources

customer service supervisor

- Assisting customer service staff with duties where required.
- Overseeing and assessing customer service staff activities, and providing them with regular performance-related feedback.

08-2018 → 02-2019

Maharah human resources

Customer service specialist

- responding to customer queries via calls
- Providing training to new customer service agents.

PERSONAL SKILLS

- ✓ Able to work on my initiative or as part of a team
- ✓ Managing tasks and problem-solving skills
- ✓ Experience as a Customer Support Specialist or similar CS role
- ✓ Multi-tasking abilities

SOFTWARESKILLS

Microsoft excel



Social media apps



LANGUAGES

English



Arabic

