

PROFESSIONAL SUMMARY

Branch manager and service representative for more than 10 years in professional service, keen to join you to provide specialized solutions, increase company production and provide exceptional service

WORK HISTORY

Deputy Director Of Lexus, Jazan, Jazan

Administrative Assistant for the Saudi Aquaculture, 01/2020 to 08/2020

Administrative Assistant For The Saudi Aquaculture Association, Riyadh, Riyadh

- Responsible for creative design for prominent
- Performed initial client assessment and analysis to begin research process.

Seera Flight Reservation, 10/2018 to 10/2019

Seera Flight Reservation, Jazan, Jazan

- Consistently managed client needs through resulting in positive

Deputy Director of Lexus, 10/2017 to 10/2018

Deputy Manager, Lexus Branch, Jazan, Jazan

- Generated 100% in annual savings by implementing new process and reducing wasted resources.
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Flexible Murabaha Branch Manager, 10/2016 to 10/2017

Flexible Murabaha Branch Manager, Jazan, Jazan

Branch manager for a flexible financing company. Deputy director of Lexus branch.

Customer service for more than five Year.

Administrative assistant for the

Saudi Aquaculture Association Booking airline tickets. Sales, Marketing and Credit Sexy Officer.

Customer Service Assistant, 10/2009 to 10/2012

The Company, Saudi Arabia , Riyadh

- Maintained customer happiness with forward-thinking strategies focused on addressing needs and resolving concerns.
- Guaranteed positive customer experiences and resolved all customer complaints

EDUCATION

Diploma in Computer Applications, International Institute of Computer

Saudi Arabia - Riyadh, Riyadh

SKILLS

- he ability to manage the team, develop plans and find solutions(Excellent)
- years experience 10 in computer Office Excel applications and all computer programs and applications and management(Excellent)
- Writing and drafting contracts and legal notes
- Understand spoken information. (Excellent)
- Speak clearly so listeners can understand. (Very good)
- Listen to others and ask questions. (Excellent)
- English Language. (Excellent)
- Write clearly so other people can understand. (Excellent)
- Understand written information. (Very good)
- Read and understand workrelated materials. (Very good).
- Solve problems, bear work pressure, and adapt to them(Excellent)
- Behind the Walls Forum: Life in Prison seminar