

Ameera Khalid Al Musaylim

Customer Service



Professional Summary

Goal-oriented individual with experience in a customer services environment. Seeking a Customer Service position to apply excellently.



Education

Information Technology Diploma

New Horizon - Khobar



Work History

Customer Service/ Sales Consultant / Cashier

Zaid Al Hussien -Alremayah, Dammam, KSA Mar 2023 _ Sep 2024

- Replying to customer queries
- Handling customer complaints
- Offering instant assistance
- Troubleshooting all technical issues

Customer Service/ Sales Consultant

Rawae company, Dharan, KSA May 2018 _ Dec 2022

- Replying to customer queries
- Handling customer complaints
- Resolving issues as soon as possible
- Monitoring the effectiveness of customer support.

Customer Service

Midas Furniture Company, Dharan, KSA Oct 2013 _ Apr 2018

- Replying to customer queries
- Resolving issues as soon as possible
- Offering instant assistance

Reception

Al Doha National Dispensary, Dharan, KSA Apr 2013 _ Aug 2013

- Replying to customer queries
- Handling customer complaints
- Offering instant assistance



Contact

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Skills

- Active Listening
- Teambuilding
- Dependable and Responsible
- Data Entry
- Problem-Solving
- Flexible and Adaptable
- Multitasking Abilities
- Excellent Communication
- Attention to Detail
- Organization and Time Management
- MS Office