

Badr Alotaibi

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Objective

An aspiring fresh graduate in Business Administration with a strong desire to become an HR specialist, Equipped with customer service experience, solid communication skills, and a growing academic foundation in Human Resources, alongside a passion for continuous learning and growth.

Key Qualifications

- Solid foundation of Human Resources Concepts
- Strong organizational skills
- Experienced Customer service worker
- Proficient in Microsoft 365 applications, including Word, Excel, and PowerPoint.
- Strong communication skills
- Research & Analytical skills
- Fluent in Arabic and English
- Professional appearance
- Strong desire for personal and professional growth
- Fast learner and able to adapt accordingly
- Basic knowledge of statistics and quantitative analysis
- Ability to handle multiple tasks
- Problem solving skills
- Attention to detail

Education

Bachelor's Degree In Business Administration
Hafr Al Batin University

September 2021 - May 2025

- Class Valedictorian graduated with honors, GPA (3.41/4).

Highschool Diploma

September 2017 - April 2020

- Graduated with a 95% degree with heavy concentration on english

HRCI Human Resource Associate Professional Certificate

June 2025

- Currently pursuing the HRCI Human Resource Associate Professional Certificate via Coursera.
- (Expected completion: September 2025)

Academic projects - Hafr Al Batin University

- The impact of the Work Environment on Employees Performance in Operational Management: An Analytical Study on a Sample of Economic Institutions.
- Conducted an analytical study on the impact of work environment factors on employee performance
- Collected data through surveys and analyzed results using SPSS as the statistical tool of choice.
- Identified the patterns and correlations.
- Developed strong skills in teamwork, reporting, and interpretation of findings

Work Experience

Receptionist, Panorama Residency

Feb 2021 - July 2021

- Developed professional and interpersonal skills through guest relations and issue resolution
- Provided exceptional customer service
- Effectively and efficiently handled guests inquiries
- Resolved many issues
- Maintained a professional and positive environment

Revenue Facilitator, Pure Meal Restaurant

October 2021 - June 2024

- Efficiently processed a high volume of customer transactions with accuracy and speed
- Provided a friendly and welcoming environment to customers
- Ensured proper reconciliation at the end of each shift
- Developed strong time management skills
- Recognized by management for maintaining composure under pressure
- for keeping a good composure
- The ability to thrive in fast-paced environment
- Developed strong knowledge of pricing and discounts
- Handled complex payment transactions such as split payments, refunds and exchanges

Sales Representative, Al Majed Oud

July 2024 - December 2024

- Skilled in building rapport and communicating with customers
- Consistently delivered high levels of customer satisfaction
- Collaborated with team members effectively
- Provided insights on customer preferences
- Achieved and exceeded sales targets
- Provided support for colleagues
- Efficiently managed tasks and priorities
- Adapted to changing sales strategies and customer preferences
- Proficient in POS and handling transactions