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Saudi Arabia

SUMMARY

I am a Sales and Customer Service Professional with Experience in Assisting Diverse Customers and Accurately Processing Sales Transactions. I am Proficient in POS Systems and Microsoft Office, and I Have Strong Communication, Problem-Solving, and Teamwork Skills. I Hold a Bachelor's Degree in English Language from Bisha University, with Well-Developed Analytical and Critical Thinking Abilities.

EXPERIENCE

Jarir Bookstore | Saudi Arabia

Sales Associate – Sales & Customer Service Department | October 2024 – June 2025.

- Worked as a Sales Associate for 8 months, assisting customers in selecting suitable products.
- Executed sales transactions and promoted products in line with sales targets.
- Delivered excellent customer service, strengthening communication skills.
- Handled diverse customer needs and resolved issues efficiently.

Qutoof & Hala Company | Saudi Arabia

Cashier & Product Promoter | 6 months.

- Processed sales transactions and payments accurately and efficiently using POS systems.
- Promoted products effectively to boost daily sales.
- Delivered high-quality customer service and responded to inquiries politely.
- Arranged store displays and products to ensure attractiveness and organization.

EDUCATION

Bisha University | Saudi Arabia

Bachelor's Degree Arts in English Language | 2022.

- Develop students' proficiency in English language skills: reading, writing, speaking, and listening.
- Equip graduates with critical thinking and analytical skills through literature and linguistic studies.
- Prepare students for careers in education, translation, communication, and related fields.
- Enhance cultural awareness through diverse English texts and contexts.

OTHER

● Hard Skills:

- Customer Service.
- Data Entry.
- Email And Digital Communication.
- Report Writing and Documentation.
- Microsoft Office Suite.
- Strong General Computer Skills.

● Soft Skills:

- Problem-Solving.
- Critical Thinking.
- Effective Communication.
- Time Management.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● Languages: Arabic, English.