

Jawaher Ali AlQarni

Dammam, Eastern Province, Saudi Arabia | 0540461711 | ouje11@hotmail.com

Professional Summary

Administrative and operations professional with over 10 years of experience in retail, medical, and corporate environments. Experienced in coordination, customer service, sales support, and team supervision. Adaptable, organized, and able to contribute effectively across various business functions.

Core Skills

Administrative Support, Operations Coordination, Customer Service, Team Supervision, Sales Support, Time Management, Problem Solving, Microsoft Office, Data Entry

Professional Experience

Department Head – Ninth Clinic Medical Complex, Dammam (2024–2025)

- Supervised daily operations and staff coordination
- Ensured smooth workflow and service quality

Showroom Manager – Al Fareeda Trading Agencies, Dammam (2021–2023)

- Managed showroom operations, sales support, and reporting
- Resolved customer issues and improved service quality

Showroom Manager – Fawaz Abdulaziz Alhokair & Partners, Dammam (2020–2021)

- Oversaw staff scheduling and operational records

Sales & Marketing Roles – Eastern Province (2012–2018)

- Customer service, sales coordination, and marketing support

Education

High School Certificate

Courses

English Language Course | Graphic Design Course (Photoshop, Illustrator, InDesign)

Languages

Arabic – Native | English – very good