

Meshari Asiri

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PROFESSIONAL SUMMARY

High school graduate with a strong background in sales and customer service, skilled in building relationships and achieving sales targets. Seeking an opportunity to contribute to administrative decision-making and improve operational efficiency, while developing my professional experience in a dynamic work environment.

EDUCATION

Prince Mohammed Bin Fahd Complex High School, Al-Dammam

Scientific High School in Apr 2020

EXPERIENCE

Sales Associate - Electronics

Jarir Bookstore, Dammam, Saudi Arabia

Mar 2022 – Agu 2023

- Assisted customers in selecting and purchasing electronic devices, ensuring a high level of customer satisfaction.
- Provided product information, demonstrations, and recommendations based on customer needs.
- Maintained product displays and ensured stock availability.

PROFESSIONAL CERTIFICATES AND MEMBERSHIPS

- **Microsoft Office Suite**, Doroob (Dec 2024).
- **Sales**, Doroob (Dec 2024).
- **Computer Skills**, Doroob (Dec 2024).
- **Data Analysis**, Riyadah (Jul 2023).

PROJECTS

Customer Experience Enhancement – Jarir Bookstore

- **Idea:** Designed and implemented a plan to display electronic devices in a more organized and attractive way, making it easier for customers to explore and compare products.
- **Result:** Increased customer engagement with products and achieved an estimated 15% sales growth within three months.

SKILLS

- **Technical skills:** Excel (PivotTables, VLOOKUP), Microsoft Power BI, Date Entry, Data Analysis, Microsoft Office.
- **Soft Skills:** Problem-Solving, Communication, Teamwork, Adaptability, Time Management, Attention to Detail,

LANGUAGE

- **Arabic**
- **English**