

Reema Mohameed Alhawiti

+966 558 187 469

reema.alhwaiti@gmail.com

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Saudi Arabia

SUMMARY

Highly organized and detail-oriented Administrative Assistant with a Bachelor's Degree in Business Administration. Experienced in customer service as a Sales Associate at Alothaim Live, where I provided exceptional support to customers, promoted products, and managed inventory. Completed multiple training courses in project management, time management, and business ethics, enhancing my problem-solving and critical thinking abilities.

EXPERIENCE

Alothaim Live | Saudi Arabia

Sales Associate | June 2022 – June 2023

- Provided excellent customer service by assisting shoppers in finding products, and answering queries.
- Actively engaged with customers to promote products, upsell items, and drive sales.
- Developed a deep understanding of the products offered to effectively communicate features, benefits.
- Ensured shelves are adequately stocked, organized merchandise displays, and monitored inventory levels.

EDUCATION

Tabuk university | Saudi Arabia

Bachelor's Degree in Business Administration

- Develop a solid foundation in various business disciplines such as accounting.
- Enhance critical thinking and problem-solving skills through analyzing business cases.
- Improve written communication skills to effectively convey ideas in a business environment.
- Acquire knowledge of international business practices, cultural diversity, and global economic trends.

OTHER

● Courses:

- Creative Skills in Solving Work-team Problems | Alothaim | March 2024
- Time Management Training Course | Three Hours | Alothaim | February 2024
- Training Course on Business Ethics | Alothaim | January 2024
- Certified Associate in Project Management | 23 Hours | Mohtaref | May 2023
- A training course in the basics of management
- A training course in the basics of human resource management
- A training course in the time management

● Technical Skills:

- Microsoft Office (Excel, Word and PowerPoint).
- Document Management.
- Database Management.
- Scheduling and Calendar Management.
- Basic Accounting and Financial Skills.
- Project Management Tools.

● Soft Skills:

- Communication skills.
- Time Management.
- Adaptability.
- Problem-Solving Skills.

● Languages: Arabic, English.