

Abeer Hussian AlMutlaq

Dhahran, Saudi Arabia

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Professional Summary

Motivated and customer-focused professional with experience in sales, customer service, and administration. Demonstrated ability to increase customer satisfaction, drive sales growth, and support operational efficiency. Strong interpersonal skills with a commitment to delivering high-quality service and achieving organizational goals.

Education

Bachelor of Business Administration – Accounting
Arab Open University

Professional Experience

Sales Representative – Mobily

- Achieved sales targets by identifying customer needs and offering suitable solutions.
- Built and maintained long-term customer relationships.
- Provided product knowledge to customers, improving satisfaction.

Customer Service Representative – Elaj Medical Center

- Handled customer inquiries and service requests.
- Assisted in appointment scheduling and service coordination.

Receptionist & Customer Service – Local Business Office

- Welcomed guests, handled inquiries, and coordinated internal issues.

Reservation Agent – Aloft Dhahran (Marriott)

Training & Certifications – Monsha'at Academy

- Product and Service Development
- Cybersecurity Program
- Work Ethics and Introduction to Labor Culture

Skills

- Sales & Negotiation
- Customer Service Excellence
- Continuous Learning
- Adaptability

Languages

- Arabic (Native)
- English (Good)