

Hajar Al-Shammari

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Personal summary

I am a graduate with a Diploma in Office Management from the Technical College, class of 2023, seeking a job opportunity in sales or customer service. I possess effective communication skills and the ability to build positive relationships with customers. I am characterized by my flexibility and quick adaptability to different work environments, and I have the capability to achieve goals and contribute to enhancing customer experience.

Professional Experience

Cooperative Training for 6 Months in Educational Supervision Management

Preparation of Supervisory Plans:

- Assisted in formulating supervisory plans and programs.
- Organized schedules for visits by educational supervisors to schools.

Administrative Follow-up and Documentation:

- Monitored files and administrative reports related to educational supervisors.
- Archived reports and documents related to the work of educational supervision.

Report Preparation:

- Prepared periodic reports on the supervisory activities conducted by the office.

Coordination of Training Activities:

- Participated in organizing workshops and training courses for teachers.
- Assisted in preparing training materials and organizing administrative meetings.

Educational Data Analysis:

- Worked on entering and analyzing data related to school performance and teachers.

Education

Diploma in Office Management

Technical College, Graduation– Year: 2023

Skills.

- Effective Communication Skills: Ability to manage inquiries and resolve complaints with a positive and professional demeanor while interacting with various clients.
- Flexibility: Adaptability to remote work environments and proficient use of modern communication tools.
- Skilled in chat tools and CRM systems.
- Quick Learner: Quickly understands product and service details to improve persuasion skills.
- Teamwork: Willingness to collaborate with different teams to support goal achievement.

Languages

•- Arabic.

•- English