

Sahar Ali Khbrani

Dammam, Saudi Arabia | 0552921131 | Sahar.ali.kk@gmail.com

Professional Summary

Motivated Computer Support graduate with experience in customer service, data entry, and technical support. Skilled in troubleshooting, client data management, and providing solutions in fast-paced environments. Seeking to contribute strong technical and communication skills to organizational success.

Work Experience

Accounts Receivable Officer | Al Wasl National Company – Dammam | Jun 2023 – Jul 2023

- Followed up with clients and collected outstanding payments.
- Updated client data in company systems.
- Resolved inquiries professionally.

Data Entry & Customer Service | Al Yamama Insurance – Dammam | Jan 2021 – Mar 2021

- Performed accurate data entry and maintained productivity.
- Delivered customer support and addressed concerns.
- Assisted in problem-solving and decision-making.

Sales Representative | Shaml Al-Dhahabiya Co. Ltd – Riyadh | Mar 2019 – Oct 2019

- Managed telesales calls and achieved targets.
- Researched competition and supported strategies.
- Used software to forecast demand.

IT Support Intern | TVTC – Riyadh | Jan 2023 – Mar 2023 (17/05/1444 – 25/07/1444)

- Provided technical support and troubleshooting.
- Assisted in hardware/software maintenance.
- Managed help desk tickets and solved issues.

Education

Diploma in Computer Support Technician | TVTC – Riyadh

Certifications & Training

Secretarial Preparatory Course (3 months) | Jul 2019 – Oct 2019 (04/11/1440 – 04/02/1441)

Skills

Troubleshooting • Microsoft Office • Data entry • Customer service • Work under pressure • CRM systems • Problem-solving