

NUHA MOHAMMED ALOTHIMEN

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Career Objective

Seeking to join a dynamic work environment to enhance skills, gain valuable experience, and contribute to organizational success. Committed to continuous learning, professional growth, and being a reliable and effective team member.

Work Experience

Reinvest Real Estate Co.

February 2025 – Present | Riyadh

- Responding to customer inquiries and providing support.
- Following up with existing clients and building long-term relationships to enhance customer satisfaction.
- Performing administrative tasks such as monitoring the quality of the Reinvest application and reporting issues.
- Assisting management with tasks beyond the official job role, including operational support and internal coordination.

Cooperative Training – Ministry of Education

August 2024 – October 2024

- Contributed to administrative operations and project documentation.
 - Participated in planning meetings and interdepartmental coordination
- Skills.

Noon Solutions Company for Electronic Marketing

January 2024 – April 2024 | Riyadh

- Efficiently received and documented customer complaints through various channels, ensuring accurate and comprehensive records.
- Conducted thorough investigations to identify root causes of issues, collaborating with relevant departments to implement effective solutions.
- Prepared detailed reports on complaint trends and resolutions, presenting findings to management for strategic decision-making.

North Of the Line Clinics.

March 2020 – March 2023 | Riyadh

- Managed customer interactions, inquiries, and feedback resolution.
- Supervised front-desk operations and coordinated team tasks.
- Improved customer satisfaction through efficient service processes.

Academic Education**Diploma in Public Administration**

King Faisal University, Riyadh — 2024

Skills

- Communication Skills
- Computer Programs (MS Office, etc.)
- Teamwork
- Time Management
- Leadership

Languages

- Arabic (Native)
- English (Advanced)