

SHEIKHA ALQAHTANI

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Saudi Arabia,Riyadh

Objective

Motivated and detail-oriented professional with a Diploma in Human Resources Management, seeking an opportunity to leverage my skills and experience in a dynamic work environment. I aim to contribute effectively to organizational success by applying my customer service and sales expertise while continuously enhancing my professional skills.

Education

Diploma in Human Resources Management

- Institute: Al-Ataa Higher Institute
- GPA: 4.75
- Graduation Year: 2022

Experiences

Customer Service Representative - Medical Doctor Beauty Clinic

Duration: 10 months

- Assisted customers with inquiries and appointment scheduling.
- Ensured high customer satisfaction through prompt and professional service.

Sales Specialist - Al-Hulool Al-Asilah Co. Ltd.

Duration: 6 months

- Managed customer relationships and promoted products effectively.
- Achieved monthly sales targets through strategic client engagement.

Courses

Human Resources Management Course

- Duration: 7 weeks

Skills

- Fast learner and quick to gain experience
- Dedication to work and punctuality
- Effective communication and teamwork & Time management and problem-solving
- Proficient in computer and Microsoft Office applications
- Customer relationship management
- Sales and negotiatio & Handling client complaints efficiently
- Adapting to diverse work environments
- Organizational and multitasking abilities

Languages

- Arabic
- English