

Mohammed Saleh Al-salman

Phone: +966 542324680

E-mail : alsalmanm304@gmail.com

SUMMARY

To join esteemed expanding company and interest in opportunity will enrich my knowledge and experience in the field of customer care, services & business development.

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities. I want to excel in this field with hard work, and dedication where I can use my skills and knowledge to help the company and be successful

Education

2006

- General Certificate of Secondary Education .

2023

- Qatif College of Technology, Department of Accounting.

Other Certificates:

- Communicate Effectively with Customers
- Stress Management in the Workplace
- Introduction in the Information Technology
- Professional Interview-
- Building Security
- wrong practices in banking and financial transactions
- Customer Service - Know your Customer-

Skills

- Fast Lerner and able to work under stress.
- Very good in communication in English and Arabic.
- Ability to answer questions and provide guidance.
- Ability to interact with internal and external customers in a multi-cultural environment.
- Provide excellent customer service.
- Ability to collaborate and communicate effectively.
- Handling customers' complaints.
- Answer all customers' queries and deal with their complaints in a professional manner.
- I can work individually and collectively.
- Hard worker who can adapt quickly with colleagues

Working Experience

April 6, 2007 to July 16, 2013 - 13, October 2014 to July 30, 2023 Cañar office system company
Working as Microsoft Technical

Responsibilities:

- Handling with sending and receiving emails.
- Perform pre-delivery inspection, installation, modification or repair of brand new equipment.
- Performs inspection, troubleshooting, overhaul, or repair of Multifunction Printers.
- Prepares job estimates for repair of customer or company equipment's.
- Performs demonstration of machines operation and features in the Showroom or field(Connectivity).
- Configure and install multifunctional copiers on the Local Area Network

March 1,2014 to 18 Sep 2014 Saudi Technics Reunidas Services Company
Working as security guard

June 9,2013 to 29 Sep 2013 Nesma & Partners Contracting Company

Responsibilities:

Training on manual workers and wall painting

October 6, 2013 to ,Janury 13,2014 National Restaurants Company
Working as customer service

Languages - English – Arabic