

HAIDAR ALMUKTAR

OBJECTIVES

Ambitious fresh graduate with some strong technical skills in collecting, storing, processing & analyzing data and preparing reports. Capable of performing various tasks: doing research, assisting managers, solving technical issues, writing reports, checking report accuracy, and providing support to company's data requirements. An independent worker who successfully meets the challenges of a fast-paced environment.

WORK HISTORY

Customer care center representative, 06/21 to Current

SARACO – Dammam, Eastern province

- Respond to authorized service center's inquiries via email or phone, and resolved issues efficiently and professionally.
- Update and authorize approximately 50-80 customer request tickets for owned or new purchased units that are needing repair service or needing new parts due to missing or damaged.
- Initiated reporting and updating members' contact information when necessary.
- Provided effective and timely resolutions of a range of customer inquiries.
- Responded to customer inquiries requests; resolved issues efficiently and professionally.
- Answered urgent and non-urgent phone calls from customers and took messages to relay to company clients.

Accountant, 01/21 to 05/21

Papa Diet – Al Qatif, Eastern province

- Completed account reconciliations and analyzed critical balance sheet accounts.
- Accounted to the bonding company and management for the integrity of financial statements.
- Provided management job cost reports using percentage of completion method.
- Prepared monthly statements by collecting and summarizing data, information and trends.

Warehouse assistant – Summer time, 05/20 to 10/20

Target - Minnesota, USA

- Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand.
- Facilitate the shipping of products from one destination to another.
- Receives products and coordinates delivery.
- Prepares loads for shipments.
- Streamline shipping and transportation process.
- Manage activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met.

CONTACT

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SKILLS

- Problem - solving.
 - Customer service.
 - Handling conflicts.
 - Office administration.
 - Teamwork.
 - Communication.
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EDUCATION

LANGUAGES

- **Arabic** – Native.
 - **English** – Advance.
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