



AMMAR ALI
ALFARAJ

CONTACT



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Eastern Province



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PERSONAL INFO



October 14th, 1997 - Dhahran



Saudi Arabia



Single



**Bachelor of Management
Information Systems**

ALBAHA UNIVERSITY - 2020
Albahah, Saudi Arabia



Arabic (Native)
English (Intermediate)

OBJECTIVE

A **Management Information Systems graduate** looking to occupy a job position of administrative or documentation nature to develop my skills and abilities and contribute to the company's growth.

PROFESSIONAL EXPERIENCE

• Sales Associate

BESIDE COMPANY GROUP

May 2021 - Present

Ad Dammam, Saudi Arabia

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas

• Administrative Trainee

SAUDI BINLADIN GROUP

Jan 2020 – Mar 2020

Ad Dammam, Saudi Arabia

- Checking and validating reports
- Checking data before proceeding it
- Concluding and printing reports
- Communicating reports to required departments

Research Highlights

• Cookies

ALBAHA UNIVERSITY

July 2020

- Explaining HTTP cookies and their main function
- Demonstrating different types of cookies with their differences
- Potential damage of HTTP cookies
- Third-party cookies privacy violation

Technical and Soft Skills

- MS Office (Word, Excel, Outlook, Access)
- Notepad++
- Presentation Skills
- Teamwork
- Data Entry
- Documentation
- Filing
- Logistics
- Editing
- Research
- Typing
- Time Management