



Nagham Ahmed Abdallah

CONTACT

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ADDITIONAL INFORMATION

- It's an honor to me to introduce this C.V. with my personal information to apply to work in your group contributing in the development of this corporation.

SKILLS

- Microsoft Office Word.t
- Microsoft Office PowerPoint.
- Microsoft Office Excel.
- Photoshop (Multimedia) beginner
- Advertisements
- Arabic
- Art
- Excellent oral
- English
- Exhibitions
- Fashion
- Letters
- Director
- Office
- Multimedia

PROFESSIONAL SUMMARY

Knowledgeable and professional Receptionist skilled in administrative support and customer service objectives. Brings **two** years of experience managing fast-paced, front desk operations. Strong planning, problem-solving, and communication skills.

WORK HISTORY

Organizer

Benchmark & Maestro

- Eastern Region season.
- Pepsi Event.
- Dhahran International Exhibitions (For MBC3).
- Worked as a makeup and fashion model with a variety of photographers.
- I participated in a TV Commercial and advertisements in Saudi Arabia.
- I worked as an actress.
- A supervisor of 20 girls Bently, Porsche, MG, Nissan, Hyundai genesis
- Responsible for a creative design for prominent [Hyundai genesis].
- Ras Tanoura for aramco

Coffee Shop Manager

Lavender café

- Provided outstanding levels of customer care to retain customer loyalty and refine company reputation.
- Improved staff retention levels through engaging training, motivational reward schemes, and inspiring leadership.
- Handled marketing responsibilities and event coordination for effective accommodation promotion and continued customer appeal.

Project manager

Mi company (organize car events)

i manages a proposal, scheme, or design, esp in my profession or occupation
or on managing the entire project and supervising the project before and during the organization

- Negotiation
- Organizer
- Organizational skills
- Photographer
- Problem-solving
- Receiving
- TV
- Time management
- Typing Skills
- Written communications
- Organizational ability
- Customer service
- Telephone skills

Office Director

Hand Print

visitors a positive

Kept the reception area clean and neat to give visitors a positive impression of the company.

Answered telephone inquiries from clients, vendors, and the public
Directed clients to appropriate personnel to address concerns, complaints, or answer account-related questions.

Made travel arrangements for management and executive staff.

Greeted customers and visitors in person and via telephone calls.
Received incoming packages and mail, dispersed parcels and correspondence, and shipped outgoing items daily.

Advertisements

ART STARS COMPANY

Arranging the shooting sites for advertisement and series

EDUCATION

Bachelor: Media

Cairo University

CERTIFICATIONS

English course in Fahd University of petroleum and minerals.