

AQEEL ABLAIS

Qatif · +966561135852
AqeelAblais@gmail.com

Extremely motivated to work and grow as a professional. Ready to learn new skills and improve.

EXPERIENCE

2021 – PRESENT

CUSTOMER SERVICE REPRESENTATIVE, TELEPERFORMANCE

Assisted customers with order delays, complaints and other requests.

2017 – 2020

ASSISTANT, TETHKAR ARTS

Help with projects and make stickers and tags using Microsoft Publisher and Microsoft Excel.

EDUCATION

APRIL 2020

EXECUTIVE SECRETARY, INSTITUTE OF PUBLIC ADMINISTRATION

Skipped the English courses due to taking an English level test and passing it.

SKILLS

- Communication
- Problem solving
- Time management
- Microsoft office
- Fast typer

PERSONAL INFO

DOB: 5/7/1998

GENDER: MALE

NATIONALITY: Saudi

STATUS: Single