

Fadel Rabea

Administrator

Certified with high diploma degree in sales, excellent skills in computer hardware, software, and applications with more than eight years of experience in managing a wide - range of office tasks and customers service.

I seek challenging opportunities where I can use my experience and skills for organizational and personal growth.



Contact Information

Email

rabea2016f@gmail.com

Address

Saudi Arabia - Eastern province

Phone

0548583973

Nationality

Saudi

Languages

English

Intermediate

Skills

Teamwork

Customer service

Microsoft Office

Oracle

Excellent in software and hardware

| Experience

Buyer

Gulf support Isnad Jubail

Feb 2018 - Apr 2021

Selling materials and making agreements .Filling data in invo

- Handled customer complaints with empathy and composure.
- Answered calls, responded to emails, and spoke with clients face-to-face.

Administrator

Sidem Jubail

Sep 2013 - Apr 2016

- Answered calls, responded to emails, and spoke with clients face-to-face.
- Processed a range of documentation and entered information into databases.
- Proactively participated in meetings and helped create new practices.
- Handled customer complaints with empathy and composure.
- Consistently met my short and long-term targets.

Customer Support Executive

Novotel Dammam Business Park Hotel Dammam

Apr 2012 - Dec 2012

Helping clients to reach to their destination or their meetings

Logistics Coordinator

United Enterprises Dammam

Feb 2009 - Dec 2009

Helping Crewlist inside ships about what they need .

| Education

Sales Diploma

Institute of public administration Riyadh

Jul 2006 - Mar 2008

| Honors & Awards

Appreciation certificate from sadara project.

| References

Available upon request