

# MOHRA ALHARTHI

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## Contact info

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Saudi Arabia, Asharqiya,

Dammam

## OBJECTIVE

Sharing my +4 years of experience in Marketing and HR, i aspire to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EXPERIENCE

### HR Specialist, Mahasen atta'a Ltd.; Khobar — 2021 - present

- Implement training and development plans
- Plan quarterly and annual performance review sessions
- Update employee records with new hire information and/or changes in employment status
- Maintain organizational charts and detailed job descriptions along with salary records
- Forecast hiring needs and ensure recruitment

### Sales representative, AlKhashi Advertising; Dammam — 2019 - 2020

- Service existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Submit orders by referring to price lists and product literature.
- Serve customers by selling products and meeting customer needs.
- Recommend changes in products, service, and policy by evaluating results and competitive developments.
- Contribute to team effort by accomplishing related results as needed.

### Marketing and Sales specialist, Faces cosmetics; Dhahran — 2017 - 2019

- Engage in superior customer service by making information readily available.
- Persist in sales even in the face of failure.
- Demonstrates products and services as deemed necessary by clients and management.
- Find ways to sell products in the face of a down market.
- Research client base to find new types of customers and sells to them accordingly.

## EDUCATION

Imam Abdulrahman bin Faisal University, Dammam. Bachelor of Geographic Information System.

## VOLUNTEER

Voluntary organizer, King Abdulaziz for World Culture (Ithra), Dhahran — 2018 - 2019.

- Advertising volunteer opportunities
- Maintaining records of volunteers
- Interviewing and selecting volunteers
- Providing or arranging appropriate training
- Coordinating and supporting the work of volunteers
- Running projects and events to attract new volunteers

## SKILLS

- Social media marketing
- Microsoft Office
- Customer service
- Closing sales
- Negotiation and communication
- Clients relationship
- Recruitment and selection
- HR reporting skills
- Administrative expert

## LANGUAGE

- Arabic
- English