

**Position : Sales Officer / Marketing Officer**

**Iqama : Transferable - Validity May 23 2023**

Curriculum Vetae :



**Personal Information:**

Full name : Junaid D Camid

Date of Birth : January 13 1983

Age : 39

Mobile Number : **0531994265**

Current location : Jeddah ( willing to relocate Riyadh )

**Qualification** :

School Name : Jamiatul Philippines Al Islamia

Course : Bachelor Of Science in Commerce – 1

Major : Management

Year Graduate : April 03 2004

**Experience**

Company : Esnad Alahli Outsourcing Company Under SNB

**Job title : Customer Service Agent**

Duration : Oct 30 , 2016 – May 31 , 2022

Industry : Retail and Banking (Jazan KSA)

**Job description** :

- Answering questions about a company's products or services. ...
- Processing orders and transactions. ...
- Resolving issues and troubleshooting technical problems. ...
- Delivering information about a company's offerings. ...
- Providing proactive customer outreach.

Company : International Specification Under Seedal Ceramic Porcelaine Sanitary

**Job title** : *Administrative Assistant cum Documentation Officer*

Duration : March 13 , 2014 – August 30 , 2016

Industry : Sales Retail – Wholesale Construction (Riyadh KSA)

**Job description** :

- Generate reports
- Prepare presentations
- Manage paperwork and filing
- Order supplies and schedule office equipment maintenance
- Manage calendars

Company : Al Alawi Ali Ali Rieza Bros Inc

**Job title** : *Office Coordinator cum QA*

Duration : february 16 , 2008 – March 20 , 2010

Industry : Sales Retail – Wholesale Food Beverage (Jeddah KSA)

**Job description** :

- Scheduling.
- Organizing.
- Record-keeping.
- Monitoring progress.
- Tracking paperwork.
- Updating team members and partners.

**Training Certification:**

School : Mascom Learning Training

Center Course : Ms Office Package Xp

Duration : Feb 16 2004 – July 16 2004

**Skills: Microsoftword,Excel,Powerpoint –ERP -SAP**

**Reference ; Branch Manager – Sultan Al Hamary - 0509621570**