

SALMAN ALKHAMIS

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PROFESSIONAL SUMMARY

Enthusiastic Human Resources Intern eager to apply skills and education to a growth-oriented position. Recently completed General Management degree with a minor in Human Resource and looking to gain real-world experience while developing acquired abilities in communication, administration and marketing.

SKILLS

- Microsoft Office
- Self-motivated
- Strong verbal communication
- Problem solving
- Time management

EDUCATION

Oakland University 2019
USA
Bachelor of Business Administration: General Management
(Minor in Human Resources)

Related Academic courses:

Managerial Economics, Management Information system, Organizational Behavior, Marketing, Managerial Finance, Operation Management, Psych of Creativity / Innovation.

WORK HISTORY

Sales Representative May 2012 to February 2014
Alkhamis Jewelry - Dammam, Alkhamis

- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Responded to customer questions and requests in a prompt and efficient manner.
- Negotiated prices, terms of sales and service agreements.
- Built great relationships with customers to promote long-term business growth.

- Assisted in training new hires to ensure a great and a friendly customer approach and services.

REFERENCES

Available upon request.