

**Position : Office Coordinator / Admin Staff / Customer Service Rep**

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

Curriculum Vetae :



**Personal Information:**

Full name : Junaid D Camid  
Date of Birth : January 13 1983  
Age : 39  
Place of Birth : Iligan City Philippines  
Current location : Jeddah ( willing to relocate)  
Religion : Islam

**Qualification :**

School Name : Jamiatul Philippines Al Islamia  
Course : Bachelor Of Science in Commerce – 1  
Major : Management  
Year Graduate : April 03 2004

**Experience**

Company : Quickpay Saudi National Bank  
Job title : **Customer Service Officer cum Receptionist**  
Duration : Oct 30 , 2016 – May 31 , 2022  
Industry : Retail and Banking Transfer Money (KSA)

**Job description :**

Customer service duties and responsibilities generally include answering phone calls and emails, responding to customer questions and complaints, and walking customers through basic troubleshooting or setup processes.

Company : International Specification Under Seedal Ceramic Porcelaine Sanitary

Job title : **Administrative Assistant**

Duration : March 13 , 2014 – August 30 , 2016

Industry : Sales Retail – Wholesale Construction (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**

Duration : february 16 , 2008 – March 20 , 2010

Industry : Sales Retail – Wholesale Food Beverage (KSA)

**Job description** :

- Organize and coordinate office operations and procedures
- Establish and implement office procedures and practices
- Maintaining the general upkeep of the premises
- Carry out routine checks to ensure safety and security
- Attend to general issues and fixing simple problems

**Training Certification:**

School : Mascom Learning Training

Center Course : Ms Office Package Xp

Duration : Feb 16 2004 – July 16 2004

**Skills** : Computer Office tools –ERP biggener-SAP biggener –Photo Editing

**Rereference** : Sultan Al hamary – Branch Manager SNB - 0509621570