

MOHAMMED ALBASHA

CONTACT

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PROFESSIONAL SUMMARY

Exceptional analytical, organisational, and communication skills in support of internal office efficiency and customer service or engagement objectives.

SKILLS

- Speed typing
- Microsoft office
- Communication
- Team worker
- Work under pressure
- Letter writing
- Problem solving
- Administrative office operations

LANGUAGES

Arabic:

Native language

English:

B2

Upper intermediate

CERTIFICATIONS

- Customer service and Brands
- Communicate effectively with customers
- Grammar
- Professional sales

EXPERIENCE

Sales Administration Officer, 07/2021 to Current

Arabian Auto Agency - Dammam, Saudi Arabia

- Used product knowledge, sales abilities and customer relations skills to drive substantial sales increases in Sales and Quality products.

PROJECT COORDINATOR, 01/2020 to 03/2020

ALJAZEERA PAINTS - Dammam, Saudi Arabia

- Communicating with a representative, sending and receiving emails with him, and filling out order forms.

SECRETARY, 05/2019 to 09/2019

Saihat municipality - Saihat, Saudi Arabia

- Follow-up of the auditors who have work that needs official approval and send them to the official, and receive suggestions and complaints from citizens.

ADMINISTRATIVE COORDINATOR, 03/2018 to 07/2019

ALSAIHATI GROUP - Dammam, Saudi Arabia

- Point of contact and link between employees, internal departments, and external parties, including vendors, lenders, and customers.

CASHER, 01/2017 to 11/2018

GRAGE BURGUR - Saihat, Saudi Arabia

- Communicate with customers by calling, payments and taking away what has been sold throughout the day.

EDUCATION

Associate: OFFICE MANAGMENT, 05/2019

JUBAIL INDUSTRIAL COLLEGE - Jubail

Microsoft word, excel, outlook, power point.