

# ALI AL HAMMAD

## RECEPTIONIST SALES ASSISTANT



### CONTACT ME AT

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### SKILLS AND ABILITIES SUMMARY

●●●● Customer service

●●●● Supervition Tasks

●●●● Responsepility

●●●● Commit to attend

●●●● Communication

●●●● Quick Learner

### PERSONAL INFORMATION

 Date of birth : 10 Feb 1987

 Social status : Married

 Nationality : Saudi

### PERSONAL PROFILE

I am Sales Assistant and SOME supervision responsibility with holistic knowledge of RETAIL development and enviornment. I am also experienced As a Receptionist .

### WORK EXPERIENCE

#### Sales Assistant

Dhahran Mall at Sun and Sand Sports | Oct 2015 - present

- After taking a customer service course by the training center, I am fully aware of the customer's understanding and listening to them. I am glad that I have been in this profession for more than 5 years now and am looking forward to MORE supervisory tasks in the near future.

#### Officer Purchases

Qatif | Dec 2011 - Dec 2012

- Working in handles and locks required knowing the deficiencies within the exhibition, bringing them from the local or international market, and making weekly reports on sales and some supervisory tasks, and that was my mission specifically.

#### Receptionist

Jubail Industirial City | March 2008 - Nov 2011

- The beginning was in dealing with customers, understanding their needs, answering phone calls, fully managing the reception area and directing visitors to the required employees.

### EDUCATIONAL HISTORY

#### English Course

Institute of public administration | Oct 2006 - Dec 2007

- An intensive training course for a full Year.

#### Secondary School

Qatif | Sience 2005

- GPA: 83:19