

# MOHAMMED ALBASHA

## CONTACT

**Address:** Maccah Street, Saihat,  
AlZhur Distance, Saudi Arabia 32437

**Phone:** 0544070680

**Email:**  
mohammedhani@hotmail.com

## 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.