**Objective:**

**To utilized my professional skill and experience through highest level of commitment and honesty in order to achieve organizational objectives and personal growth and also to achieve the targets assigned by the top management of the organization**

**Educational Qualification:**

King Abdul-Aziz University (2016/2017) Bachelor's degree. Specialist   
Human resources.

ILSC: - International language school of Canada 11/21/2011 – 2/24/2012

**Awards:**

Certificate: - successfully completed the training program in (Golden customer service) 2016.

Best Employee in Human Resources (Security Department) 2016 at **Elaf Jeddah Hotel (KSA)**

**CAREER HISTORY**



**Jarir Bookstore** (Cashier)  
Worked as a Cashier1stMay 2012 to 31st January 2014  
Greets customers including answering phones and directing customer inquiries to appropriate party

* Handles cash transactions between customer and retail store.
* Answers routine billing questions/issues from customers.
* Receives and processes all payments according to standard procedures.
* Scan products, operate scanning equipment and fix scanning issues.
* Processes credit and debit cards, helping customers use processing equipment.
* Informs customers about services available and assesses customer needs.
* Examine products being purchased for damages and price accuracy.
* Process receipts and in store coupons for customers.
* Resolve escalated issues with angry customers.
* Train and sometimes supervise new cashiers or retail workers.
* Assists in the maintenance of store front and retail displays.
* Help stock shelves in proximity of the cash register.
* Completes, processes, and maintains applicable paperwork and records.
* Count the cash in the drawer at the end of the day ensuring cash equals receipts.



**Sun & Sand** (Sales Representative)   
Worked as a Sales Representative 13thMay January 2015 to 08th July 2015  
  
The method of work was on direct sales towards the client and requires the presentation in a professional and smooth manner facilitates the delivery of information to persuade the customer to acquire the purpose which I market to him according to the need of the commodity.

  
**Elaf Hotels Elaf Jeddah Hotel-Red Sea Mall** -**5star Hotel**  
01st August 2015 **(Present)**  
I started working in the (security) section, and I was promoted to a security supervisor (mobility officer) and the work was based on quality control for all employees of other departments, then I moved to the department (business service,call center) on 5/9/2017, and I am working on receiving internal and external communications to the hotel, and in addition I am currently working as an assistant to the night manager in the front offices of the hotel