

Hamidah Alnasser

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Professional Summary

Results-driven **Assistant Manager** with extensive experience in **administration, human resources, and retail management**. Skilled in team leadership, customer service excellence, and operational efficiency. Passionate about continuous learning and career development, with a strong commitment to achieving organizational goals and contributing positively to the community.

Education & Certifications

- HR Management Diploma
- SHRM Certification
- Secretarial & Office Management Course
- High School Diploma

Professional Experience

Landmark Group – Business Manager / Assistant Store Manager
Saudi Arabia | Jun 2024 – Apr 2025

- Managed store operations, team performance, and sales targets.
- Led a team of employees, focusing on motivation, productivity, and customer satisfaction.
- Ensured operational excellence through effective time and resource management.

Al Shaya Trading – Assistant Store Manager / Sales Associate
Saudi Arabia | Jun 2018 – Mar 2022

- Supervised sales operations and ensured customer service quality.
- Assisted in training new staff and supporting HR-related tasks.
- Contributed to sales growth by implementing effective marketing strategies.

Kammal Jamjom Group – Sales Associate
Saudi Arabia | May 2016 – May 2018

- Delivered excellent customer service and achieved sales targets.
- Built strong client relationships to enhance repeat business.

Key Skills

- Leadership & Team Management
- Human Resources & Administration
- Customer Relationship Management
- Marketing & Sales Strategies
- Problem-Solving & Decision-Making
- Strong Communication Skills (Arabic & English)
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Time Management & Organizational Skills

Languages

- Arabic: Native
- English: Professional Proficiency