

HEBA ALMQHWI

Phone: 054 869 6570 | Email: hebaaa1419@gmail.com | Location: Al-Khobar, Eastern Province

OBJECTIVE

Motivated and detail-oriented individual seeking a morning shift position in customer service or front desk reception. Eager to contribute communication skills and a positive attitude in a dynamic and professional environment.

EXPERIENCE

Sales Specialist – Philips (2021 – 2023)

- Assisted customers with product inquiries and purchases.
- Achieved sales targets and provided excellent service.

Sales Specialist – LG, Nokia, Lenovo (2024)

- Promoted and sold consumer electronics.
- Delivered product demonstrations and maintained customer satisfaction.

EDUCATION

University of Hafar Al-Batin

Bachelor of Law – Graduation Completed, Awaiting Certificate

GPA: 3.1 / 5.00

COURSES

- Executive Secretary Program – Al-Mawarid Al-Wafi Institute (Sep – Dec 2019)
- English Language Course – Al-Mawarid Al-Wafi Institute (Sep 2019 – Mar 2020)
- Customer Service Skills – Community Service and Continuing Training Center (Oct 2016)

SKILLS

- Computer Proficiency
- Time Management and Punctuality
- Effective Communication
- Adaptability and Flexibility
- Ability to Work Under Pressure
- Teamwork and Collaboration
- Problem Solving and Decision Making

LANGUAGES

- Arabic: Native
- English: Intermediate (Speaking & Writing)