

CV

NOUF AL-SOHEM

CONTACT

☎ 0553482082
✉ salih.noof@icloud.com
📍 Riyadh
🌐 [linkedin.com/in/nouf-s-307b7035a](https://www.linkedin.com/in/nouf-s-307b7035a)

EDUCATION

PRINCESS NOURAH UNIVERSITY

- Diploma — Office management
- 2020 – 2022

ARAB OPEN UNIVERSITY

- Bachelor's Degree -business management
- 2022-Present

SKILLS

- Customer Service & Sales
- Time Management
- Communication & Teamwork
- Problem Solving
- Basic Computer Skills (MS Office)
- Adaptability
- Attention to Detail
- Multitasking
- Sales Skills
- Conflict Resolution

LANGUAGES

- Arabic: Native
- English: Good (Speaking, Reading, Writing)

PROFILE SUMMARY

Highly motivated and detail-oriented professional with solid experience in sales, customer service, and administrative tasks. Proven ability to manage client relations, support sales operations, and maintain organized office workflows. Seeking an office-based position where I can contribute my communication skills, teamwork, and dedication to achieve company goals and dedication to achieve company goals in a challenging and dynamic work environment.

WORK EXPERIENCE

Sales Person

2021-2023

Al-Hokair Group — Riyadh, Saudi Arabia

- Handled customer complaints and resolved issues efficiently.
- Assisted in visual merchandising and product displays.
- Achieved sales targets and promoted special offers.
- Ensured compliance with company policies and safety standards.
- Built strong customer relationships to encourage repeat business.
- Managed time effectively during busy shifts.
- Worked under pressure while maintaining high service standards.
- Supported inventory checks and stock replenishment

Sales Person

2023-2025

Saudi Jawahir — Riyadh, Saudi Arabia

- Trained new team members on store procedures.
- Assisted customers, handled transactions, and resolved inquiries effectively.
- Organized merchandise displays to increase customer interest.
- Worked as part of a sales team to meet monthly goals.
- Supported inventory checks and stock replenishment.

Sales Consultant

3 months

CalhoubGroup - Riyadh, Saudi Arabia

- Advising customers on products and services to meet their needs.
- Maintaining high standards of customer service and achieving sales targets.
- Supporting team members to ensure smooth store operations.
- Trained as a Sales Consultant to coordinate outfits and increase sales by recommending additional items.