

ABDULRAHMAN ALTARIQI

CONTACT

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EDUCATION

Network Systems Administration
Technical college of
telecommunication and information
Riyadh, Saudi Arabia
08/2023

**English Language Course of
Canada (ILAC)**
Vancouver - Canada
10/2024 - 04/2025

KEY SKILLS

Excellent communication
Organized
Customer Service
Microsoft Office
Bilingual
Microsoft Word Firewall
Organizational Skills

INTERESTS

Cultures
Environmental conservation
Sports
Skiing
Travel

PROFILE

Seeking to grow within a professional, challenging environment where I can apply my skills and contribute to organizational success, while supporting the goals of Saudi Vision 2030.

EXPERIENCE

SALES MANAGEMENT - 10/2023 - 10/2024

Khawalid Real estate co • Riyadh

- Handled customer inquiries and complaints professionally via phone, email, and in-person.
- Provided accurate information about products and services to ensure customer satisfaction.
- Resolved issues efficiently, improving customer retention and loyalty.
- Collaborated with team members to meet performance targets and service quality standards. Maintained
- detailed records of customer interactions using internal systems.
- Prepared sales reports to support decision-making and track performance.

SALES - 01/2021 - 06/2021

Qasr Al Awani • Riyadh

- Assisted customers in locating and selecting products to enhance their shopping experience.
- Managed warehouse operations and organized inventory to ensure product availability.
- Inspected products for quality and accuracy before display or delivery.
- Monitored stock levels, received shipments, and verified quantities against invoices.
- Collaborated with team members to improve customer satisfaction and store efficiency.