

Amjad Ali Al-Shehri

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Career Objective

I am looking for a job opportunity in an administrative or service field through which I can invest my skills in organizing, following-up, and managing daily tasks, and contributing to improving the efficiency of the work environment and providing added value to the organization, while constantly striving to develop my experiences and refine my practical skills.

Education

King Abdulaziz University – B.Sc. in History (2018)

Average: 3.42 out of 5 – Grade: Good

Work Experience

Sales Officer – Nafha Al Janoub Telecom Company | February 2025 – May 2025

- Receiving customers and providing the right solutions for their needs.
- Meet monthly sales targets.
- Dealing with customer complaints and resolving them effectively, which contributed to raising the level of customer satisfaction.

Sales Officer – Salam Mobile Company | July 2022 – January 2025

- Receiving customers and providing the right solutions for their needs.
- Meet monthly sales targets.
- Dealing with customer complaints and resolving them effectively, which contributed to raising the level of customer satisfaction.

Personnel Affairs – Nam Contracting Company | 2018 – 6 months

- Follow-up on personnel affairs and vacations.
- Organize administrative files and records.

Cashier – Al Kabar Company | 2016 - for 3 months

- Receive customers and finish financial transactions accurately.
- Maintaining the tidy of the cashier area and providing fast service.

Training Courses

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| • English Language Course | • Human Resource Management Course |
| • The Art of Customer Service Course | • Career Readiness Course |

Soft skills

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| • Promotion and marketing of products and services offered. | • Persuasion and negotiation skills. |
| • Solve customer problems and respond to their inquiries. | • Flexibility and adaptability to business requirements. |
| • Achieving and ensuring customer satisfaction. | • Possess knowledge about the service to be provided. |
| | • Communication and communication skills. |

Technical Skills

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| • Proficiency in Microsoft Office software. | • Data entry. |
| • Use of computers. | |

Languages

- | | |
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| • English : Good | • Arabic : Native |
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