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CAREER OBJECTIVE

Motivated professional seeking a role to leverage administrative and customer service expertise, driving team success and achieving company objectives through effective leadership and operational management.

EDUCATION

High School Diploma - Natural Sciences

WORK EXPERIENCE

Branch Manager - Al Sharq Restaurant, Medina (2023 - 2025)

- Directed daily branch operations, ensuring efficient workflow and staff performance.
- Oversaw sales, inventory management, and financial reporting with high accuracy.
- Developed and implemented strategies to enhance operational productivity.

Cashier - Bin Dawood, Jubail (2015 - 2018)

- Delivered exceptional customer service and managed cash transactions accurately.
- Organized inventory, optimized product placement, and supported daily store activities.
- Utilized POS systems effectively to maintain transaction records.

Administrator - Ahad Car Showroom, Medina (2011 - 2015)

- Managed and updated administrative files and daily documentation processes.
- Streamlined workflow by improving document organization and data entry.
- Assisted team with customer inquiries and administrative support tasks.

SKILLS

- Advanced customer service and communication skills
- Team leadership and workflow optimization
- Proficient in cash handling and POS system operations
- Strong computer skills (Microsoft Word, Excel)
- Data Analysis
- Digital Marketing
- Teamwork
- Leadership
- Communication Skills
- Problem Solving
- Time Management & Organization
- Adaptability
- Critical Thinking

ADDITIONAL SKILLS

- Very high experience in computer software and hardware
- Customer Service
- Sales & Negotiation
- Project Management
- Research & Analysis

LANGUAGES

- Arabic (Native)
- English (B2)