

# HUSAM MOHAMMED BIN TALIB

Riyadh, Saudi Arabia

+966 580 441 409

Husambintalib@gmail.com

---

## PROFESSIONAL SUMMARY

Motivated and detail-oriented high school graduate with strong office and computer skills. Demonstrated experience in sales and customer service, with a proven record of excellence in performance. Fast learner, team player, and committed to delivering high-quality service. Actively seeking a position to grow and contribute in a dynamic environment.

---

## EDUCATION

High School Certificate

Expected Graduation: 2025

---

## SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Data Entry & Text Processing
- Customer Service
- Sales Skills
- Office Administration
- Communication & Interpersonal Skills
- Problem Solving
- Time Management
- Teamwork

## CERTIFICATIONS

## Data Entry and Word Processing Course

---

### WORK EXPERIENCE

Sales Specialist & Customer Service Representative

[Fursan Najd Sports], Riyadh, Saudi Arabia

 Nov 2024 – Present

- Handled customer inquiries and resolved complaints efficiently
- Assisted clients with product selection and after-sales support
- Achieved high customer satisfaction ratings
- Awarded Employee of the Month twice

Sales man

Lamsat Shabab Establishment, Riyadh, Saudi Arabia

 3 Months

- Supported retail sales operations and product promotion
- Maintained customer relationships and ensured satisfaction

---

### ACHIEVEMENTS

- Employee of the Month – 2 times in current role

---

### VOLUNTEERING

- Volunteer – Ramadan Iftar Distribution (إفطار صائم)

---

### LANGUAGES

- Arabic – Native
- English – Excellent