

Basil Abdullah Almarzouk

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OBJECTIVE

An opportunistic seeking to work and prove my skills. Have responsibility towards my objectives, and I can cope with pressure. Can work as a part of a team or independently if necessary.

EDUCATION

Diploma in Human Resources. Al-Khaleej Training and Education Institution.
GPA (4.91)

Certificate In Microsoft Office applications. (6 Months)

Personal information

Nationality: Saudi Arabia
Date of Birth: 30-08-1997
Language: Arabic – English

EXPERIENCE

2022-03 To 06-2023
Receptionist • SAMACO MOTORS

07-2023 To 10-2023
Cooperative Training • HR • Hump North Real Estate

I worked with SAMACO as a receptionist. My main duties were scheduling maintenance service, coordinating with customers, scheduling for new vehicles deliveries, and others.

Skills

Knowledge about Microsoft Word, Excel, and power Point.
Developed the ability to work under pressure.
Delegated responsibilities to employees to meet company's expectations.
Pleasant knowledge of customer focused, and positive working attitude.

COURSE

- Customer service skills in the sales department.
- Vehicle insurance.
- Foundations of human resource management.
- An introductory introduction to strategic human resource planning.
- Merchandise coordination.

REFERENCES

Available upon request.