

SALMAN D. ALZHRANI

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Date of Birth: 18/06/1997
Riyadh, Saudi Arabia

PROFESSIONAL SUMMARY

A recent graduate in business administration, I am looking forward to working in a management position in a leading organization with a supportive and positive work environment to be able to apply my knowledge and skills in the field of Business Administration and to contribute to the development of the field and organization.

EDUCATION

BA Bachelor of Business Administration “Good” 12/2021
Imam Muhammad Bin Saud Islamic University

JOB EXPERIENCE

The Store 015Galley (ART Gallery) – Sales Supervisor
Riyadh
02/2022 – Current

Express Mail – Reception “Internship”

Riyadh
08/2021 - 10/2021

Receiving customers, their shipments, inspecting them from the inside, printing invoices, and insuring domestic and international shipments.

Hyper Nesto – Customer Service “Summer Program”

Riyadh
06/2018 - 07/2018

Customer service in the men's clothing department.

Carrefour Markets – Customer Service

Riyadh
02/2017 - 03/2017

Checking products for their expiry dates and updating prices.

Abdullah Al Othaim Markets - Accountant Riyadh

02/2016 - 05/2016

Following up on customer matters and receiving purchase orders. Registering, issuing, and helping with “Iktissab” app and card service.

SKILLS

Communication and problem-solving skills.
Teamwork.
Leadership skills.
Analytical and decision-making skills.
Attention to details and high organizational capabilities.

COMPUTER KNOWLEDGE

Microsoft Office Microsoft Outlook

LANGUAGE PROFICIENCY

Arabic English

Course

The first And Second Level in the English Language “ Certificate from maearif ”

Salman Alzahrani