

Personal Information

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About Me

- Energetic and adaptable General Services professional with proven experience in delivering exceptional customer service and handling operational tasks with speed and precision. Skilled in effective communication, problem solving, and managing the sales process from start to finish. Experienced in data entry, social media marketing, and coordinating daily service operations. Known for my reliability, attention to detail, and ability to thrive in dynamic environments.

Professional Experience

- **Data Entry Clerk – Dubai General Hospital**
 - Maintained and organized sensitive hospital records and patient data.
 - Delivered efficient administrative support under pressure in a fast-paced environment.
- **Customer Service Representative – Oula Company LTD**
 - Handled customer inquiries and provided accurate information on products and services.
 - Boosted customer satisfaction by resolving issues promptly and professionally.
- **General services coordinator – Tamimi Global Company – Neom project**
 - Schedule regular services with vendors (e.g., weekly cleaning, daily catering, routine maintenance).
 - Confirm delivery timelines, shift coverage, and availability of resources.
 - Coordinate service coverage during holidays or high-demand periods.

- Ensure services are provided as per contract scope, quantity, and quality.
- Ensure vendors submit correct invoices with supporting documents.

Training courses

- Commercial franchise.
- Cloud computing security.
- Tasks of human resources management.
- Marketing tasks for small & medium enterprises.
- Digital transformation.

Key Skills

- Effective Communication.
- Customer Service Excellence.
- Data Entry & Documentation.
- Social Media Marketing.
- Problem Solving.
- Speed & Accuracy.
- Sales Process Management.
- Team Collaboration.

Education

- Bachelor of marketing – Tabuk university

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Languages

- Arabic: Native