

HUTHAYFAH ABDULLAH ALRESHOODI

PROFILE

A committed and flexible employee with experience in customer service, inquiries, and occupational health and safety. I possess strong communication skills, excellent organizational abilities, and effective problem-solving capabilities. I am always eager to develop myself and contribute to achieving the goals of the organization I work for.

CONTACT INFORMATION

☎ 534710006
✉ Alwlydabw73@gmail.com
Date of Birth: 13 / 05 / 1999

PROFESSIONAL EXPERIENCE

Inquiries Clerk

Mahrki Commercial Company | February 2024 — September 2025

- Welcomed customers and visitors and directed them to the appropriate departments.
- Answered phone calls and transferred them to the relevant personnel.
- Provided information and responded to general inquiries.
- Managed and organized correspondence and administrative documents.
- Scheduled appointments and coordinated meetings as needed.

Customer Service Specialist

Al-Deem Azraq Medical Co. | April 2024 — July 2024

- Handled customer inquiries via phone and email.
- Followed up on complaints and resolved issues to ensure customer satisfaction.
- Entered and updated customer data in the system.
- Provided technical support and guidance on products and services.

Occupational Safety and Security Technician

Tanmia for Iron Company Factory | April 2017 — September 2022

- Implemented safety procedures within the factory according to approved policies.
- Conducted regular inspections to ensure compliance with safety standards.
- Supervised safety equipment and ensured regular maintenance.
- Prepared reports on incidents and potential hazards and submitted them to management.

EDUCATION

Bachelor's Degree in History

College of Arabic Language and Social Studies
Qassim University | 2023

Higher Diploma in Human Resources (In Progress)

College of Business Administration
Majmaah University

Skills

- Computer proficiency
- Risk assessment
- Workplace inspection
- Emergency planning
- Accident investigation
- Safety measurement tools operation
- Working under pressure
- Communication and teamwork
- Team spirit
- Analytical and decision-making abilities

Languages

- Arabic