

RIYAD ALHWASAWI

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PROFESSIONAL SUMMARY

Business Administration graduate specialized in Management Information Systems. Skilled in organization, communication, and administrative support. Experience in customer service, handling inquiries, data entry, and coordination between departments. Seeking an Administration position to support daily operations and improve workflow efficiency.

EDUCATION

Bachelor of Business Administration

Major: Management Information Systems

WORK EXPERIENCE

Customer Service Representative

- Responded to customer inquiries via phone and written communication.
- Entered and updated customer information in the system.
- Organized customer data and maintained accurate records.
- Coordinated with different departments to resolve issues.
- Delivered professional and efficient customer support.

SKILLS

- Administrative and organizational skills
- Time management and task coordination
- Data entry and file organization
- Communication and customer service
- Teamwork and problem solving
- Microsoft Office (Word, Excel, PowerPoint)

LANGUAGES

Arabic: Native

English: Intermediate