

GHADEER DAOD

EDUCATION

Imam Mohammed bin saud university

bachelor in psychology 2020-2021

G.P.A : 4.52 -5 | excellent

second class honor

Courses

certificate in Human Resource.
certificate in smart work ethics.

WORK EXPERIENCE

sales agent at Interactive smart communications company.2021-2022

sales specialist by receiving customer requests by telephone and email.
closing sales targets
explain the packages to the customers
convince the customers
take and process orders in an accurate , manner
use of multiple system.
resolving customer complaints
Negotiate with customer
Answer incoming calls in an efficient and professional manner

Human resource specialist at interactive smart communication 2022-present

personnel
-gossi
-reference letters
-employees flight tickets
-contract renewal process
-probation period process
-resignations process
-training process

Recruitment
-screening and interviews process
-hiring and onboarding
-job offers

payroll
-monthly salaries
-Final settlements


ABOUT ME


Motivated,committed and hardworking.
I'm a person who likes a challenging assignments where I can use my skills and knowledge to achieve my objective. I like to work in company that appreciate talented , hardworking and dedicated employees.


SKILLS AND ABILITIES

- Persuasion skills
- computer and applications skills
- working under pressure
- quick learner
- teamwork
- time management skills
- The ability to multitask

CONTACT

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LANGUAGES

English / Arabic