

AIYETH AL-OTAIBI

customer service representative



RIYADH



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@AIYETHALOTAIBI



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Career Objective

I work as a customer service representative as a graduate with a Bachelor of Sociology. I have previously worked in Saudi Smart Solutions Company as a sales representative. I am looking for better job opportunities in a work environment that help the employee develop and improve skills and training experiences.

Additional Skills

- Microsoft Office.
- communication skills.
- Collaborate and work as a team.
- Flexibility and adaptability.
- time management.
- work under pressure.
- Writing speed.
- training.
- Department of Labor.
- Word processing.
- Data entry.

Work Experience

2020 - 2022

contact center company

customer service representative

- Receiving customer calls and serving them by submitting reports to the Ministry of Municipal and Rural Affairs and Housing.
- Team support.
- customer service representative.
- contact agent.

2013 - 2016

Saudi Smart Solutions

sales representative

typing reports and sending it

Education

2012 - 2019

King Saud university

Bachelor of Sociology

3.72/5 GPA

Certifications

customers service.

computer.

cyber security

Effective communication with clients.

Introduction to human resource task management.

Customer Service - Treat yourself with professionalism.

Self-Building Series Certificate (Self-Esteem and Effectiveness).

Self management certificate.

Foundations of human resource management.

Network+ By Comptia