

MESHARI JAZEA ALKAHTANI

RIYADH
0554033508
MESHARIALKAHTANI@GMAIL.COM

Skills

- excellent interpersonal skills - good communicator, leadership, high integrity, works well with others, motivates and encourages.
- determined and decisive; uses initiative to develop effective solutions to problems.
- reliable and dependable - high personal standards and attention to detail.
- identifies and develops opportunities; innovates and makes things happen.
- strong planning, organizing and monitoring abilities - an efficient time-manager.
- emotionally mature; calming and positive temperament; tolerant and understanding.
- seeks and finds solutions to challenges - exceptionally positive attitude.
- critical thinker - strong analytical skills; accurate and probing..

Experience

AUGUST 2022 - PRESENT

Sanam Real Estate, Riyadh - *Real Estate Marketing*

- Follow up on customer requests regarding real estate and provide suitable offers
- Create receipt vouchers for customers
- Closely monitor the real estate market and analyze price fluctuations
- Have all offers organized and documented in specific files

Education

AUGUST 2015 - MAY 2018

Fayetteville High School, Fayetteville, Arkansas USA - *High School Diploma*

Certificates

2019 - 2021

Heartsaver First Aid CPR AED - American Heart Association

2022- 2024

Basic Life Support - Saudi Heart Association