



NAREMAN ABU ALFARAJ ALTURKEY

ADMINISTRATOR

PERSONAL DETAILS

NAREMAN ALTURKEY

Nationality: Saudi

MS: Married

DOB: October 1983

M: 0533995743

Email:nareman.alturkey@gmail.com

AREAS OF EXPERTISE

Administration

Customer Service

Sales

PERSONAL SKILLS

Discretion and respect
for confidentiality

Well organized

Good communication skills

Planning & time management

Ability to prioritise tasks

PROFILE

Results-driven professional with 2 years of experience in vehicle delivery and over 8 years of experience in customer service, sales, and showroom management. Throughout my career, I have developed strong skills in preparing and organizing vehicle delivery documentation, educating customers on product features, and leading teams to achieve defined sales targets. I possess a proven ability to build excellent customer relationships, maintaining follow-up to ensure complete customer satisfaction and resolve any post-sale issues. I aspire to leverage my expertise in a work environment that offers new challenges and prioritizes employee development for mutual benefit.

WORK EXPERIENCE

- **Delivery Specialist and Customer Service, SAMACO Motors, (AUDI) March 2023 till March 2025.** Organize and prepare invoices, bank documents and all other necessary documentation for vehicle deliveries to customers. Assist customers by providing detailed explanations of the car's features and operations. Conduct post-sales follow-ups to ensure customer satisfaction and address any concerns.
- **Showroom Director, Al Hussaini Trading Company, March 2021 to February 2023.** Oversee showroom operations and lead the sales team. Maintain filing systems, monitor inventory, and manage sales reports and cash handling.
- **Deputy Showroom Director, Jamjoom and Al Shalhoub Company, "Faces", February 2018 to January 2020.** Promote and sell perfumes and cosmetic products to customers. Educate customers about product benefits. Meet and sales targets and objectives.
- **Sales representative, Yasser Bugshan Beauty Company "Make Up Studio", December 2014 - January 2016.** Promote and sell perfumes and cosmetic products to customers. Build and maintain strong relationships with clients. Meet and sales targets and objectives.

ACADEMIC QUALIFICATIONS

- Bachelor of Public Administration (Management & Administrative Development), Faculty of Economics and Management - Department of Public Administration, King Abdulaziz University, 2014.
- Diploma in Applied Computer, networks operation, International Women's Higher Institute, 2007-2008.

SPECIALIZED COURSES

- Course in English Language, Levels 1, 2, and 3, Al-Mashaal Training Institute, Jeddah, April 2018.
- Course in Start Beauty Category, Jamjoom and Al Shalhoub Group, March 2018.
- Course in Start Induction Program, Jamjoom and Al Shalhoub Group, March 2018.
- Course in Customer Service, King Fahd Library, Jeddah, February 2018.
- Course in Work Ethics, Taqat Center, January 2018.
- Course in Makeup Arts, Anty Ajmal, Jeddah, April 2015.
- Course in Makeup Arts, Community Service and Continuous Training Center, Branch of Technical College for Girls, Jeddah, March 2015.

COMPUTER SKILLS

- Knowledge in computer software Microsoft Word, Outlook, Excel, Drive

SPECIAL SKILLS

- Good communication skills
- Ability to work under pressure
- Ability to work in multi-ethnic settings and dynamic environment.
- Ability to work with teams