

KHALID ALHARBI

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PROFESSIONAL SUMMARY

I graduated from Qassim University with a degree in Finance and Investment. I started my career at Al-Jomaih Rent a Car (Ajar-Enterprise) as a Customer Service Representative and was promoted to Assistant Operations Manager for corporate and government sales. My goal is to be a good team player and to work as a independent employee when needed.

EXPERIENCE

Operations Assistant, Al Jomaih Auto Rental (Enterprise-AJAR), March 2024 - November 2024
Riyadh

- Preparing reports related to sales for three sectors (Government, Semi-Government, Corporate)
- assessing the insurance of companies through financial statements or other documents and providing preliminary approval for granting credit accounts.
- Analyzing the risks of sales operations and determining their costs

Customer Service Representative, Al Jomaih Auto Rental (Enterprise-AJAR), December 2023 - March 2024
Riyadh

- Demonstrated excellent communication skills, both verbal and written, in order to effectively interact with customers.
- Utilized problem-solving techniques to identify solutions for complex customer inquiries.
- Assisted customers with product selection by providing detailed information about available products and services.

EDUCATION

Bachelor of Finance
QASSIM UNIVERSITY, Jun 2023

SKILLS

- English language
- Financial analysis
- Project management
- MS Office