

Sareya Khourshed



OBJECTIVE

Motivated marketing student with prior volunteer experience, possessing exceptional communication, time management, and organizational skills.



EDUCATION

Open Arab University

Current.



EXPERIENCE

HR Director Assistant | New Jeddah Clinic Hospital

JUL 2023 – PRESENT

Recruitment, terminations, addressed employee inquiries, and administered employee benefits and leave programs.

Sales Organization Supervisor in Al Ula | Seven C Company

JAN 2023 - MAR 2023

Managed daily sales reporting, diligently tracked absences, and assumed responsibility for overseeing operations across seven high-end luxury stores while providing effective supervision to the staff.

HR Assistant | Operating System Corporation

MAY 2020 - FEB 2021

Manages the attendance, compiles and updates monthly payroll schedules and submits them to financial management, visiting the branches.

Call Centre Service Agent | Qasir Almasakin Real Estate Company

JAN 2020 - MAR 2020

Promotes company projects, adeptly resolving client issues, and conducting thorough follow-ups post-deal to ensure of the client satisfaction.

Sales champion | Virgin mobile

APR 2019 - DEC 2019

Customer service and achieving target



SKILLS

- Effective written and verbal communication skills.
- Computer skills.
- Time management