

It's an honor for me to introduce this C.V. with my personal information to apply to work in your group.

Personal Information

Name : Guemmadi Haithem
Nationality : Algerian
Date of Birth : 15/07/1996
Place of Birth : Algeria
Marital Status : Single
Religion : Islam
Visa status : Work visa



Contact Details

Address : Al Azzizia, Doha, Qatar
Mob : 31218747
Email : Haithem_lmignon@yahoo.com

Objective

Looking for both personal and professional growth makes me capable of working confidently under pressure. On the other hand, being bilingual gives me the chance to function efficiently in English, French and Arabic. My continuously enhanced potential has given me a deep insight in the culture and society together with a wider scope in the *world of business*.

Education

High school , third year , 2012
Maintenance and networks of PC Desktop

Languages

English : Average
Arabic : Native language
French : Excellent

Computer Skills

- Windows
- Word
- Excel
- PowerPoint

Typing Skills

French : Excellent
English : Excellent
Arabic : Excellent

Job responsibilities

- Assisting customers and introduce the product and its quality advantage.
- Liable for checking display damage item.
- Recoding daily sales to the sales ledger.
- Putting barcode or price on the display item.
- Receiving stocks and sending request stocks to other branch.
- Give the best customer service to the customer to make them always loyal to company.
- Conduct merchandizing and store execution inside the store.
- Cashier A, Preparing reports, requesting stocks, sending emails, arranging displays, counting the stocks in the stock room.

- From July 2015 until May 2016, sales executive in ADIDAS , Bab Zware Centre , Algiers, Algeria.



-from December 2014 until June 2015, Promoter in Telecom company MOBILIS, Tebessa, Algeria.



- From July 2014 until September 2014, Sales assistant, Fashion showroom, Algiers, Algeria.



Customer Service Experience

- Attending Phone calls from customer and providing feedback with good customer approach
- Responsible for performing extra tasks as assigned by team management.
- Determine customer requirements and expectations.
- Responsible for the provision of an efficient and effective reception service.
- Perform other related duties assigned.

REFERANCES

- Available Upon Request.

- I hereby declare that the above mentioned statements are true and correct to the best of my knowledge.