



# Ayoub Saber

## CONTACT

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Saudi Arabian

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## SKILLS

- Adaptability
- Work ethic
- Self-Learner
- Efficiency
- Team Work
- Multitasking
- Problem solving
- Microsoft Office

## LANGUAGES

**Arabic:** Native language

**English:** C2

Master or proficient

## PROFESSIONAL SUMMARY

Reliable, top-notch sales associate with outstanding customer service skills and relationship-building strengths. Dedicated to welcoming customers and providing comprehensive service. In-depth understanding of sales strategy and merchandising techniques.

## WORK HISTORY

**Automotive Sales Professional** 08/2020 - 06/2022  
**Saber Exporting** - Houston, Texas, USA

- Assisted customers in selecting vehicle by asking questions and listening carefully to responses.
- Test driven vehicles and prepared vehicles for delivery to customer.
- Transported vehicles to and from service department and detail shop.
- Contacted associated dealerships to locate desired vehicles meeting customer specifications.
- Negotiated purchase prices, and explained warranty and optional products.
- Fostered customer loyalty and consistent investment by building positive and productive relationships.

**Merchandising Stock Associate** 10/2019 - 07/2020  
**Office Depot** - Houston, Texas, USA, USA

- Responsible for making sure that stock levels in warehouse and on store shelves matched in inventory sheets.
- Maintained signs and labels to communicate accurate prices to customers.
- Restocking sales floor, organize product shelves and leave them in proper presentation condition.
- Greet customers, assist, answer questions, and recommend merchandise.
- Accurately maintain all cash handling at registers.
- Recommended furniture, art and accessories to elevate interior design schemes.

**Data Entry Clerk** 06/2018 - 08/2018  
**Amlak Taibah Company** - Riyadh, Saudi Arabia

- Handled 30 incoming calls daily with outstanding customer service.
- Obtained scanned records and uploaded average of 40 database.
- Assisted with receptionist duties, file organization, and research and development.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Managed documents within company databases, keeping accurate records of critical information.
- Maintained accurate records by regularly reviewing and updating client files and databases.

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## EDUCATION

**Bachelor of Business Administration Management**, 05/2019  
**UNIVERSITY OF HOUSTON** – Houston, Texas, USA

- Received Saudi Arabian Cultural Mission Scholarship, April 2016
- Dean's List: Spring 2019

**High School Diploma**, 2014

**Trent International School** – Sugar Land, Texas, USA

- GPA: 3.29

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## ADDITIONAL INFORMATION

**Houston Food Bank, Houston, USA**

Volunteered, April 2015

- Prepared commodity boxes, Backpack Buddy Bags, and fixed meals for people in the community.

**Second Mile Mission Center, Missouri City, USA**

Volunteered, November 2014

- Helped Package boxes filled with necessities for the poor and put them in their cars.