

Personal & Contact Info

Aysha Abdullaah Joary Al-Zahrani



Al-Nuzha Dist., Mohammed Naseef St., Jeddah, Saudi Arabia

Date of Birth: 02/10/1991 **Nationality:** Saudi **Marital Status:** Married



Ashly.ay@hotmail.com



(+966) 506 952205



Personal Statment

I am a hard working motivated and enthusiastic cosmetology assistant. I always strive to achieve the highest standerds possible, at any given task and in any situation. I am accustomed to work in a chanllenging and fast-paced environment, particularly when dealing multiple projects at the same time. Have a Great desire to work and to develop myself with courses, practice and experiences that I will gain from work place.

Work Expieriance

Customer Service Agent & Stock Controller

Ahmad Abdulwahab Abed Trading Est.

Duties:

Feb, 2018

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Present

- Fill and complete needed forms and files for their orders and requests.
- Take orders and requests over phone calls, e-mails, etc.
- Complete all the required forms in order to start shipping the orders.
- Contact vendors, costumers, and the suppliers whenever needed and make contracts and purchasing orders using SAP & Parallel Clients ERP.
- Make weekly and monthly reports and present them to the CEO.

Customer Service Agent

Al- Etimad Visa Centre

Duties:

Nov, 2016

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Dec, 2017

- Review applications based on the diplomatic missions checklists.
- Collect and verify applicants' biometrics (finger, facial and signature capture).
- Fill and complete needed forms and files.
- Take and confirm applicants' pictures based on the rules.
- Accept passports and supporting documents after required pre-scrutiny.
- Collect fees and charges.
- Submit applications to consulas to facilitate the process.

Achievements

- Graduated with the First-class honors degree, and ranked the first upon my class.
- Operating and supervising the colleges' saloon for a semester and gaining a decent profit.

Education

2013 - 2016	Diploma in Cosmetology <i>Jeddah Technical College</i>	GPA: 4.84 1 st Honor Degree
2007 - 2010	High school <i>Ra'edat Al-Sharq Privet School</i>	96.35% Excellent

Interests & hobbies

- Volunteering, and engaging in social activities and events to gain knowledge and experience, and to learn about new things.
- Exercising and taking care of my health and diet.
- Exploring other nations' costumes, cultures and life styles.
- Keeping up with new hair styles, makeup products, and all the new fashion trends.

Courses & Tests

- Systems Applications and Products SAP
- Parallels Clients ERP
- Personal Beauty Diploma, with SHAW ACADEMY (Online - 2 Months Course In 2016)
- Intensive English Course, at University of Arkansas at Little Rock – USA (6 Months)
- English Course at Cultural Development Institute (1 Month)
- How to make your dream Job (A Step Ahead Career Fair 2015).
- Volunteering shape our community (A Step Ahead Career Fair 2015).
- Photography Techniques, at Jeddah Technical College (1 Day Workshop).
- Communication Skills and Health Awareness (1 Day Workshop).
- Customer Service Skills (20 hours).

Skills & Languages

Arabic



English



Computer Typing



Microsoft Office



Working under Pressuere



Costumer Service



Social Media



Teamwork

