

# SUNDUS ALZWAID

## BUSINESS ADMINISTRATION

### Objective

Talented, bilingual individual with successful career history of closing sales, increasing customer satisfaction, and mentoring the operation professionally. Highly result-oriented looking for an opportunity to build my career path.

### Contact Details

Contact Number: 00966533003665  
Email: Sundus.az@gmail.com  
LinkedIn: linkedin.com/in/sunduss

### Volunteer Experience

- Construction of class rooms for a local school in Zanzibar, Tanzania
- Construction of class rooms for a local school in Sri Lanka
- Participant in triage project, a local community healthcare service
- Participated in many bazaars in a charitable organization

### Skills

- Quick learner who can absorb new ideas
- Team player with empathy and strong interpersonal skill
- Knowledge of Microsoft office suite
- Beginner SAP software
- Efficient and effective problem solving
- Accuracy and attention to detail
- Leadership Skills
- Client relationship management

### Work Experience

#### Sales Associate I Cartier

Jun 2018 – Dec 2019

- Contributed to manage the visual display of the products in accordance with Cartier visual standards
- Built and strengthened relationships with clients
- Employee of the month for October
- Ensured the achievement of individual and boutique goals

#### Client Adviser & After Sales Referent I Fendi

Oct 2017 - May 2018

#### Coordinator I Pioneer Marketing Award

Jun 2017 - Mar 2018

#### Trainee | ministry of national guard health care affairs

Jul 2017 - Aug 2017

### Education

Princess Nourah Bint Abdulrahman University 2013-2018

bachelor in business administration

business administration club member