

Mortadha Alwan AlQaffas
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PERSONAL INFORMATION

- Marital status: Single
- Nationality: Saudi
- Birthday: 20/06/1992
- City: Alqatif

OBJECTIVE

I am a fresh university graduate currently looking for a full -time managing position. I would like to utilize my skills and experience as well as my passion for managing to pioneer company. Moreover, I would like to work with other professionals to improve my skills as manager which will allow me to further contribute in the field of business administration.

EDUCATION

- Jubail University College June 2015
Major: Bachelor of Business Administration
GPA: 3.59 out of 4 – Second Honors

WORK EXPERIENCE:

- **subcontractor in SABB Bank** (Jan 2016 – May 2016)
- **Position:** Call Center “Customer Service” Agent
- **Main duties performed:** answering the customers’ calls, listen to them, guide them, apply their requests and solve their problems

SKILLS

- Patient and motivated
- Discipline and accomplishing tasks accurately
- Work under pressure
- Teamwork
- Computer application
- Good communication skills

REFERENCES

Available under request