
Abdulrahman Ibrahim Akhtar

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DOB: 15 NOV 1992

Nationality: Saudi

Objectives

A career where my skills and knowledge are appreciated and sharpened, complementing the experience I gained working "full-time" while studying.

Education

June 2016, Taibah University-Madinah, BSc in Management.

Experience

- **Issue analysis & investigation, Digital Commerce Ltd, (2015 - Present)**
- **Trainee at Dept. of Finance Taibah University (June-August 2015)** (Bachelor Degree Requirement)

Reorganized the file system of Administrative communications also worked at Miscellaneous divisions.

- **Customer Care SPVR, Digital Commerce Ltd, (2013 - 2015)**
Resolve service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem
- **Customer Care Agent, Digital Commerce Ltd, (2011 - 2013)**

Skills

- Proficient with MS office.
- Self-aware and always seeking to learn and grow.
- High interpersonal & communication skills.
- Ability to supervise and train new staff.
- Handy to colleagues and teammates.

****References available upon request****