



CONTACT

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EDUCATION

QIYAS GRADE 88%
TOEFL equiv: 515

2010-2014: Saint
Francis of Assisi College
– Philippines (High
School)

Present: AMA University
BS Accountancy

Languages



Tagalog

English

Arabic
(Basic)

Shaima Al Sulais

OBJECTIVE STATEMENT

My purpose of applying for this job is to gain more experience for the future. To enhance my ability to work accurately and profitability not only in business matters but also to broaden my knowledge in different field of work

EXPERIENCE

Saudi Telecom Company STC - (Bahrain)

Position: Direct Sales Executive (Temporary Contract)

Present-

Researching competing products, identifying opportunities to increase sales, and assisting in the development and execution of sales and marketing plans.

Gulf CX - (Bahrain)

Position: Call Center Agent- Shipping Department (3 Months Internship)

March 2020 – May 2020

Managing large amounts of inbound and outbound calls in a timely manner, following communication “scripts” when handling different topics, identifying customers’ needs, clarify information, research every issue and provide solutions and/or alternatives and keeping records of all conversations in our call center database in a comprehensible way.

Ascott Corniche Al Khobar - (Saudi Arabia)

Position: Sales Coordinator

June 2019 – March 2020

Supporting sales representatives and coordinating sales- related activities within the company. Contributing to achieve sales targets, maintaining good customer relationships by acting as an extension of field sales force. Excellent organizational, administrative and communication skills, together with an ability to deliver high standards of customer service.

Habitat Hotel - Al Khobar (Saudi Arabia)**Position: Sales Executive**

January 2019 – June 2019

Generally, oversee activities that attract client patronage and maximum profit for hotels and entails selling of hotel services to customers to generate revenue for the management. Monitor the customer service quality of hotels to ensure clients are tended appropriately.

Dates Delights (Bahrain)**Position: Assistant Manager**

January 2018 – January 2019

Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. Sells products by establishing contact and developing relationships with prospects; recommending solutions.

New Generation International School Bahrain**Position: Temporary Receptionist**

April 2017 – January 2018

Communicating with Administrators, Faculty, Students, and Parents. As a school receptionist, I answer phone calls, greet visitors, and provide information to students. I also facilitate communication between administrators, teachers, and students' families.

Bait Noora Restaurant (Bahrain)**Position: Marketing Executive**

March 2016 -January 2017

Planning, developing and implementing effective marketing communication campaigns. Using the full marketing mix for the company's marketing communications. Writing copy for all marketing collateral, including brochures, letters, emails and websites.

Bu Salman Services - Real Estate & Document Clearance (Bahrain)**Position: Accountant**

December 2014 – January 2016

Provides financial information to management by researching and analysing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analysing account information. Documents financial transactions by entering account information.

AVAILABILITY & REFERENCES

I am ready to start as soon as required. References are available upon request.