

Zikra Awad Saleh Altamimi

Personal Information

-  Nationality :
Saudi
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Education

- **Bachelor of Human Resources Management**
King Abdulaziz University – College of Business
- **General Business Diploma**
Human Resources Development Center at the Chamber of Commerce in Jeddah. It includes: (Administrative Behavior & Secretary – English language – Computer)



Experience

- **Sales Supervisor**
Rouge Company.
- **Kindergarten Delegate**
Fnateer company.
- **Project Coordinator**
In contracting and furnishing of residential and commercial projects.
- **Sales Clerk**
Othman Jamjoom Foundation (Body Shop Dept)
- **Management of Umm Al-Qura Bazaar**
Othman Jamjoom Foundation, (Make-up Dept)
- **Sales Assistant**
Kamal Jamjoom Foundation (Body Shop Dept)
- **Marketing & Sales Assistance and Voice Advertisements Performer**
Woody Art Production Agency.
- **Sales Representative and Course Coordinator**
Arts and Hobbies Foundation.



Training Courses

- Excellent Management course.
- Training of Trainers course from the Global Academy Of Training & Development in the UK.
- Training of Trainers course Human Resources Management (Personnel Specialist)
- Training of Trainers course from the Technical and Vocational Training Center.
- Certificate in attracting customers and sales from Body Shop.

Personal Skills

Mind Maps

Information Delivery

Managing Volunteer Teams

Time Management

Workshops Management

Pressure Management

Dialogue Ability

Dealing with Others

Convincing Ability

Self-confidence

- Excellence in Customer Service & Strategies in Dealing with Difficult Personalities from the Global Academy Of Training & Development in the UK.
- Certificate in Skin Care from Body Shop.
- Certificate in Arts & Hobbies from Arts and Hobbies Foundation .
- Attended extensive courses in attracting customers in selling make-up, skin care, body care and perfumes products.
- Member of the British Academy for Training.
- Accredited trainer from the Global Academy Of Training & Development in the UK.

Courses Presented

- Arranging flowers and organizing events under the association of Culture and Arts in 1438 and 1439 Certificates issued by the association.
- Presented a training course at the Al-Rawdhah Women's Center for (7) Days at a rate of (40) hours.
- Presented a training course at the Al-Muhammadiyah Women's Center for (7) Days at a rate of (40) hours.
- Presented a training course at Jeddah Trident Hotel for (7) days at a rate of (40) hours.
- Presented a training course at Three Units Hotel for (3) days at a rate of (10) hours.
- Presented three special flower arrangement workshops.
- Presented a course at Rouge Kryolan company in Sales and Customer Service.
- Presented training courses for the Education Department of the educated neighborhood