



# ABDULRAHMAN HAKAMI

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## Professional summary

. An administrator with more than 5 years of experience in implementing administrative support and customer service tasks. Desires to work in a challenging work environment and has a fair amount of computer skills. Communicates intelligently with the team, commits and works to find your solution.

## Professional experience

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### Customer service officer, [Lumi company], NEOM

January 2024 - Present

- Working on long-term contracts for companies
- Review late customers
- Solve customer problems
- Make daily reports

### Team leader, [SIXT company], Riyadh

April 2023 - January 2024

- Work on supervision and follow-up in the branch
- Opening and closing contracts
- Preparing daily reports
- Debt collection
- Call center

### Debt collection, [Saehl al madaya real corporation], Jazan

December 2020 – October 2022

- Collect the debts owed to the company
- Communicating with customers

### Owner , [Shubra Corner Trading Establishment], Jazan

April 2017 - December 2020

- Organizing all storage operations and dividing tasks and responsibilities
- Monitor employees for better performance
- Preparing budgets and reducing expenses
- Monitor and control inventory and purchases and ensure the best use of budget
- Work with clients collaborating on tactical solutions to improve management

## Education

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### Bachelor's degree in Business Administration, [Jazan university]

June 2017 - June 2022

A research project on animated cinema

## Course certificates

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IELTS	( 5.5 )	United kingdom
English language course		United kingdom

## Languages

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English

## Skills

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- **Problem Solving**
- **Flexibility**
- **Teamwork**
- **Computer skills**