

Fatima Nasser

Customer Service

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2022-05 - Current **Service Coordinator**
Imile, Riyadh

- Initiated contact with appropriate service providers to request referrals and followed up to confirm appointments.
- Maintained accurate records and full compliance with government regulations and agency guidelines.
- Developed productive working relationships with churches, schools, government agencies, and charitable organizations.
- Developed and maintained database of service providers and vendors for easy and quick access to list of qualified providers for different jobs.
- Coordinated and monitored service activities to confirm work met all requirements.

2016-06 - 2020-12 **Server Assistant**
Red Wav Company, Riyadh

- Kept close eye on customers to quickly spot leaving guests and clear tables for future patrons.
- Assisted with dining room set up prior to and after service period.
- Transported dirty utensils, dishes, and trays to kitchen to help team stay on top of cleaning.
- Bussed tables between courses and load and unloaded trays to expedite tasks.

Education

2022-01 - Current **Bachelor of Science: Marketing**
Business Management - Arab Open University

Contact

Address

Riyadh , Saudi Arabia 966

Phone

0533304273

E-mail

faten.naser1995@gmail.com

Technical Profile

- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Exchange

Competencies

Individualized service plans

Notetaking and documentation

Service monitoring and evaluation

Rapport and trust building

Teamwork and Collaboration