



CONTACT



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SKILL SUMMARY

- ● ● ● ● Electronic store management
- ● ● ● ● Technical virtual assistant
- ● ● ● ● customers service
- ● ● ● ● Trello
- ● ● ● ● Zoho
- ● ● ● ● Google Sheet
- ● ● ● ● Managing social media pages
- ● ● ● ● Microsoft Office
- ● ● ● ● Business Management

EDUCATION

Al Azhar university| Dec
2012

Bachelor's degree

I obtained her BA in
Mathematics from Al-
Azhar University

HUSAM A. HAMMAD

Store Manager-Virtual Assistant

“EXCEPTIONALLY COMPETENT, DEPENDABLE AND A MOTIVATED SELF-STARTER”

● PERSONAL PROFILE

Manager and expert in the management construction, content sales analytics and development of electronic stores to achieve the goal of achieving the best possible profitable results>

● WORK EXPERIENCE

Electronic store management

mostaq1

February 2017 – Now

- Add products on all store platforms (Zid-Sallah-WordPress-Shopify-Noon-Amazon)
- Search the Internet for leading and best-selling products.
- Modify the SEO of pages, sections and products that are added.
- Writing creative, marketing and interactive content and publishing on social media pages.
- Managing and analyzing funded advertising campaigns.
- Inventory management and products in stores and follow-up.
- Presenting creative ideas to develop the store and creative ideas that can be presented to marketers to attract customers.
- Experience in dealing with customers and I have a persuasive way and a distinctive style in the process of selling products.
- Follow-up and implementation of store orders, change their status, and follow-up as soon as possible.
- Executing purchase orders and delivery orders with shipping companies and raising requests for delivery with shipping companies.
- Meet all customer needs from executing an order, retrieval of an order, replacing an order, canceling an order, and keeping customer data in the task management programs used.

Virtual Assistant

Mostaq1_ Saudi Arabia

February 2017 – Now

- Writing creative, interactive and marketing content.
- Writing articles according to SEO standards and publishing on websites.
- Creative product descriptions with search engine optimization in mind.
- Enter data on all programs, applications and websites.
- Excellent experience with Microsoft Office programs.
- Excellent performance in using Google Sheet.

customers service

woow store – Saudi Arabia

June 2019 – Now

- Distinguished customer service employee in sales and achieving the expected target.
- Executing high sales deals, especially in selling home furniture and preparing restaurants and cafes.
- A unique and wonderful way of responding to customers and attracting sales.
- Extensive experience in dealing with complaints and resolving them, which has enabled me to work on the Ministry's complaints and solve problems quickly.