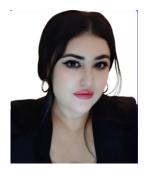
JIHEN HABIB SAADA



Sales Associate / Customer Service

© +974 7017 9684 P jihensaadal@gmail.com

9 Doha, Qatar

OBJECTIVE

Motivated and customer-focused Sales Assistant with strong experience in luxury retail, customer service, and administrative support. Skilled in building client relationships, handling high-volume environments, and delivering top-tier service. Seeking to contribute to a dynamic and professional team in Qatar.

WORK EXPERIENCE -

katara Exhibition | Doha, Qatar |

Sales Associate

- Welcomed visitors and presented products at promotional exhibitions.
- Assisted in organizing the product displays and promotional materials.
- Generated leads and provided detailed product information.
- Built rapport with walk-in clients and VIP guests.

Al Jaber Watches | Qatar |

Sales Assistant

- Assisted customers with product selection and provided detailed knowledge of luxury watches.
- Maintained store presentation and ensured merchandise was properly displayed.
- Achieved monthly sales targets and built strong customer loyalty.
- Handled inventory tracking and product restocking.
- Processed transactions accurately using POS systems.
- Delivered after-sales service and followed up with clients.

Ooredoo | Qatar |

Sales Assistant

- Responded to customer inquiries via phone and in person with professionalism.
- Resolved complaints and issues promptly to ensure customer satisfaction.
- Promoted company services and assisted with new account setups.
- Maintained records of customer interactions and transactions.
- Provided support with billing, technical issues, and service upgrades.
- Collaborated with other departments to escalate and resolve complex issues.

Al Wifaq Engineering – Lusail Marina | Qatar |

Sales Assistant

- Managed front desk operations and greeted clients and visitors.
- Scheduled appointments and coordinated meeting rooms.

- · Handled incoming calls, emails, and administrative tasks.
- Maintained office supplies and organized documentation.
- · Provided support to HR and admin teams.
- Ensured a professional and welcoming environment.

EDUCATION

- 2015 : Master degree in English Language
- 2013 : Bachelor's Degree in Animation Of kids

EXPERTISE

- · Hospitality Management
- Team Leadership
- Customer Service
- Luxury Service Standards
- Problem Solving
- Reception operations
- · Inventory control

- Event Coordination
- Staff Training
- Multitasking
- Communication
- Time Management
- · Sales techniques
- · POS systems

LANGUAGES

· Arabic: Native

· English: Fluent

· French: Fluent