

ALA KHALED ABDO AL-HUBAISHI

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OBJECTIVE

Seeking an opportunity to utilize my experience in customer service, cashier operations, printing services, and graphic design while continuously developing my skills and contributing to the organization's success.

EXPERIENCE

- **Middle East Heart Est**
 - **Cashier | 2016 – 2018**
 - Welcoming customers and completing sales transactions.
 - Accepting cash and electronic payments.
 - Issuing invoices and receipts.
 - Reconciling and closing the cash register daily
- **Smart Thought Est**
 - **Student Services & Graphic Design | 2024 – 2025**
 - Preparing, formatting, and printing research papers, reports, and documents.
 - Designing presentations, advertisements, and promotional materials.
 - Providing customer service, as well as receiving and accurately fulfilling requests in a timely manner.
- **Ideal Smart Book Est**
 - **Student Services & Graphic Design | 2025 – Present**
 - Designing print materials and promotional items according to client requirements.
 - Preparing, formatting, and printing research papers, reports, and documents.
 - Providing student services and accurately fulfilling requests while adhering to deadlines.

EDUCATION

- **Bachelor of Computer Science**
Ibb University, Yemen | 2022

SKILLS

- Customer Service
- Cash Handling & POS Systems
- Graphic Design
- Microsoft Office (Word, Excel, PowerPoint)
- Adobe Photoshop
- Canva
- Document Formatting & Printing
- Multitasking
- Ability to Work Independently and as Part of a Team
- Time Management
- Fast Learner
- Attention to Detail
- Ability to Work Under Pressure

LANGUAGES

- **Arabic:** Native
- **English:** Intermediate