

# SARA ABU RABIE

DAUGHTER OF CITIZEN

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12426, Alwaqar st, King Abdullah District,  
Riyadh, KSA

Organized and proactive professional with strong background in administrative support and client-facing roles. Proven ability to manage executive calendars, coordinate logistics, and streamline office operations, while also leveraging sales experience to build relationships, understand client needs, and drive satisfaction. Fluent in English and Arabic, with strong interpersonal, negotiation, and time management skills. currently pursuing an MBA to further strengthen business insight, management and leadership capabilities

## EDUCATION

### Master's in Business Administration

Istanbul University  
Expected 2026

### PharmD

Princess Nourah Bint Abdulrahman University  
2011 - 2019

## CERTIFICATES

### -International Business Management Institute; 2021- 2022

Sales Negotiation.  
Marketing and Communication.  
Essential Management Skills.  
Economics & International Business.

### -Spearhead Training 2021

Microsoft Office-Excel2016 Intermediate level.

### -Six Sigma Council 2021

Lean Six Sigma-White belt.

### -American Heart Association 2018

Hands Only CPR.

### -Princess Nourah Bint Abdulrahman University 2018

Graduate Research Preparation Course.

### -British Cambridge English Council 2018

ILETS A1 Speaking & Listening.

## SKILLS

-MS Office (Word, Excel, Outlook, PowerPoint) & CRM Software

-Proven competency in hospitality operations

-Strong leadership & team coordination skills, demonstrated in event & sales roles

-Calendar Management & Meeting Scheduling

-Document Handling & Filing

-Communication & Interpersonal Skills

-Organizational Skills & time management

-Attention to details, Analytical Mindset

## LANGUAGES

Arabic Fluent (Native)

English Fluent (Reading, Writing & speaking)

## EXPERIENCE

### Account Manager

#### Jamjoom Pharma (1.5 Years)

- Build and maintain strong, long-lasting client relationships with clients.
- Communicate the progress of monthly/quarterly initiatives to internal and external stakeholders.
- Plan meetings and Schedule appointments.
- Assist the team and provide support and guidance to ensure maximum efficiency
- Acting as the point of contact
- Develop new business with existing clients and identify areas of improvement to meet sales quotas.
- Create spreadsheets and presentations.
- Prepare reports on account status.
- Submit and reconcile expense reports.
- Assist with company events and conferences
- Resolving customer issues to their overall satisfaction

### Product Specialist

#### Aspen Pharma (2 Years)

- Developing in-depth knowledge of the company's product line.
- Engaging with Clients to identify their needs and suggest appropriate products.
- Develop and maintain a filing system
- Arrange travel bookings and itineraries
- Submit and reconcile expense reports
- Order office supplies and research new deals and suppliers.
- Working closely with the sales and marketing teams to achieve sales objectives

### Administrative Assistant

#### N.A.A (3 Years)

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements