

## SUMMARY

A detail-oriented and meticulous professional with over 8 years of extensive experience sales and marketing. Recognized for making contributions to record-setting sales figures, territory expansion and achieving multimillion-dollar revenue gains. Highly skilled at exploring new markets and maintaining strong customer relations to generate repeated business. Possessing in-depth knowledge of effective sales and marketing strategies. An analytical thinker with the ability to perform well under pressure. A long-time practitioner of continual learning and a deep believer in the generosity of spirit, I strive to always "be EDUCATION Institute of Public Administration, Riyadh, KSA Degree achieved: 2 years Diploma with GPA: 2.88 (A=4), 2011 more, in order to create more

## EDUCATION

Institute of Public Administration,  
Riyadh, KSA  
Degree achieved: 2 years Diploma with  
GPA: 2.88 (A=4), 2011

AL-Yammamah University,  
Riyadh, KSA; 2nd year in a Bachelor Degree in  
Marketing and Business Administration

Years of elementary, intermediate and high  
school education in USA and UK

## SKILLS

- Adaptability
- Communication skills
- Critical thinking
- Decision making Leadership skills
- Organizing and planning
- Negotiation skills
- Problem solving
- Project management
- Result-oriented
- Time management
- MS Office
- Internet applications

## LANGUAGES

English  
Arabic

## PROFESSIONAL EXPERIENCE

**Al-majal company** (2024-01) (2022-06)  
**Operating company for the saudi electric company**

- maintenance supervisor:  
Administrative supervision on the maintenance work

**King Saud Medical City - Administrative Executive**

- Worked in the Pediatrics department May, 2017- Dec, 2019
- Provided inputs to the senior management and doctors to devise and monitor metrics along with the related tools to evaluate and improve health delivery systems
- Created and updated patients' electronic health records and verified their insurance before submitting any insurance claims to providers
- Managed all operational activities in order to optimize facility workflows. Provided comprehensive administrative support to the department including appointment management, billing and collections along with office administration

**Mzoon Alaman Institute - Sales & Marketing  
Manager** Oct, 2014-Apr, 2017

- Increased overall sales by 10% in less than 1 year through the implementation of strategic marketing campaigns directly contributing to the sales growth.
- Partnered with the executive media sales teams to develop and implement AD sales marketing and research initiatives in order to align with the company goals.
- Built strong customer relationships by understanding the client and their needs, dealt with premium clients ensuring complete satisfaction.
- Was the one point of contact for customers, sales representatives and other team members.
- Developed training programs and led training workshops, guided the sales teams consisting of 4 members across the showroom, ensured the best practice methods are being followed at all times

**Aljfali Tyres Company, Michelin - Sales  
Administrator**

Sep, 2012-Jul, 2015

- Ensured superior customer relationships and services while monitoring, evaluating and presenting solutions to potential problem customer and commercial accounts.
- Worked in conjunction with sales representatives, storage teams, billing department, delivering system and clients. Provided valuable input into decision making, planning and implementing initiatives for all departments store-wide.
- Accountable for handling direct and indirect orders including walk-in clients and

**AL Habib Health Group - Receptionist**

Jan, 2012-Mar, 2012

- Responsible for independently scheduling and registering patients to ensure minimal waiting time while maximizing the ward's
- Handled the responsibilities of providing factual information to the staff after cross-checking the insurance claims.
- Was the one point of contact between the hospital's billing department and the insurance company.
- Maintained relations with the physicians, public and the administrative staff

**Prince Sultan College for Emergency Medical Services, King Saud University - Secretary**

2009-2012

- Successfully provided comprehensive administrative and personal support to the Dean of the college directly, with a scope of responsibility including office management, appointment scheduling, travel coordination, and event-planning functions.
- Produced correspondence including that of a confidential matter, brochures, parental letters and ad hoc reports as necessary.
- Accountable for Minute taking, agenda collation and PowerPoint presentation production

## INTERNSHIP

**Association of disabled children for Insurance Company - Sales department**

May, 2011-Jul, 2011

- Positively worked with the sales team to identify and target market opportunities
- Developed sales opportunities by soliciting new accounts, building rapport, providing technical information and explanations.
- Pro-actively identified issues and solutions to make business flow better for the sales teams.