

Sarah Majid Al Suwaidan

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Nationality: Saudi

Objective

To grow upon a demanding situation to meet my competence, capabilities, skills and educational experience. This will allow me to improvise the ability and the set of skills developed so far with a good professional growth and further learning and to prove myself in the eye of my employer and become proficient in order to achieve my personal and organizational goals.

Core Competencies

- Maintaining the quality of work.
- Keen to learn new things and being adaptable to new environment.
- Analyzing the problems skillfully and reaching to a accurate solution.
- Ability to work individually and with the team to accomplish the assigned goals.
- Confident verbal and oral communication skills.

Educational Qualifications

- **Technical and Vocational Training Corporation** – Software Development
Diploma -2020

Work Experience

Gulf Skills Co. Ltd (Jun-2022 – Present)

Sales Representative

- Maintaining positive business relationships to ensure future sales
- Selling products and services using solid arguments to prospective customers
- Reach out to customer leads through cold calling
- Continuously improve through feedback
- Conduct a meetings to look through requirement and obtain to achieve it

Gulf Medical Co. Ltd. (Feb - 2021– May- 2022)

Area Management Sales Support & Coordination:

- Clearing the SAP Copa Block Errors for the Placed Orders in SAP ERP Module for monthly invoicing.
- Prepare monthly reports on sales by individual representatives
- Create Quotation, Sales Order, Purchase Order onto SAP ERP & CRM, Manual Opportunity, Delivery Note, and Invoices
- Arranging & preparing schedules for all vital meetings for the area management
- Execute Purchase orders & Sales Orders received through inbound calls from customers.

Eastern Province Municipality 2020

UI ‘Interface’ Designer

- Designed a default homepage using Adobe XD illustrator.
- Identify issues with Amana homepage
- Propose recommendations for UI best practices
- Redesigned the ‘new order’ page using CSS and Bootstrap

Trainings Attended

- ISO Fundamentals (Gulf Medical Co. Ltd)
- SAP
- Time Management (Quick-wins Consulting Services)
- Logistics and Supply Chain Management – International Academy for Certification And Training. (Online Course).

Language

Arabic – English