

Prime Projects

A highly motivated, work-oriented coordinator willing to work in hybrid or remote job with excellent time management and organizing budget skills, currently residing in Dubai.

Experience

- COORDINATOR AT NOON 🕒 –

October 2024`

 - Playing a key role in managing over 10,000 rider accounts, creating more than 3,000 new IDs and overseeing the management of 8,000+ active accounts.
 - Responsible for deactivating and blocking rider IDs as necessary, ensuring account security and operational efficiency.
 - Automated complex daily emails for multiple recipients, enhancing communication efficiency and sent daily reports to 120 vendors, ensuring clear communication and effective collaboration.
 - Managed payroll assignments for riders, ensuring accurate processing
 - Developed multiple custom scanners to ensure data accuracy and integrity in entries and streamlined various processes using Google Apps Script, improving overall workflow and reducing manual work.
- SUPPLY CHAIN COORDINATOR– Raq Holdings Online Product Supplier - Remote

November 2022 - March 2023

 - Managed end-to-end supply chain operations for the growth of RAQ Holdings by using **Excel** spreadsheets to track inventory levels, monitor performance, optimize prices and by maintaining **Excel-based dashboards** to provide real-time visibility into key performance indicators (KPIs)
 - Collaborated with administrative support to create status reports, worked effectively with as a team in supply chain management implementing pricing strategies

Skills

Communication - **Strong Fluency in English**
Proficient in Google Workspace and Microsoft Office. Built specific software competencies in

Data Management	Spreadsheet (App Script), Excel: Formulas, Lookup, Pivot, Dashboards
Report Presentation	Advanced reporting skills in IBM SCSS Statistics, Excel, Word and Microsoft PowerPoint
Email Management	Gmail
File Management	One Drive, Google Drive
Task & Project Management	Asana, Trello

- Experiences with **Databases**:
- Developed and managed a comprehensive staff management database system for a toyshop

To access real time prime data projects - [Saudha Hibathullah | Portfolio](#)

Education

HIGHER NATIONAL DIPLOMA IN SOFTWARE ENGINEERING – Pearson College	2023 – 2024 December
DIPLOMA IN EVENT MANAGEMENT	2024
CERTIFICATE IN OFFICE ADMINISTRATION	2024
CERTIFICATE IN CRM MANAGEMENT	2024