

RAWABI AL-OTAIBI

Sales Coordinator | Eastern province, Saudi Arabia | +966532285921 | rawabialotibi@gmail.com

Summary

Results-driven Management Information Systems graduate with hands-on experience in Sales Coordination, Government Sales, and Sales Operations. Proficient in managing RFQs, quotations, customer accounts, and order fulfillment using SAP, ERP/CRM systems, and Power BI to optimize processes and support business growth.

Work Experience

Sales Coordinator, Feb 2026 - Current

Gulf Power Marine, Al-Khobar

- Managed end-to-end government sales orders, ensuring compliance with customer requirements and delivery schedules
- Prepared competitive quotations by coordinating with suppliers and negotiating pricing.
- Coordinated with suppliers, customers, and internal departments to ensure on-time project execution
- Managed sales orders, quotations, and reporting using Odoo ERP.
- Collaborated with warehouse, logistics, and accounting teams to ensure deadline adherence.

Tamheer training, Sep 2025 - Jan 2026

SABIC, Dammam

- Managed B2B sales operation and coordinated with clients across GCC market
- Developed and maintained professional relationships with new and existing clients.
- Supported sales forecasting and inventory planning and managed customer rebate programs.
- Analyzed monthly sales data and compiled market activity reports for decision-making.

HR Co-op Intern | Strategy & Market Analysis, Jan 2025 - May 2025

Saudi Aramco

- Updated employee records and ensured data accuracy in SAP SuccessFactors.
- Aided in developing the Individual Development Plan (IDP) manual and workflow roles.
- Standardized internal employee announcements while maintaining strict confidentiality.

Education

Bachelor of Science, Management Information Systems (MIS), Aug 2019 - May 2025

Imam Abdulrahman bin Faisal University, Dammam

Skills

- ♦ Data Analysis
- ♦ Python
- ♦ Sales Forecasting
- ♦ Power BI
- ♦ Problem Solving
- ♦ Negotiation
- SQL
- Inventory Management
- SAP
- ERP & CRM
- Communication
- Organization & time management

Certifications and Licenses

- B2B Sales strategy - LinkedIn Learning (05/2026)
- Project Management - Harvard University (04/2025)
- Generative AI and Creative Applications - Saudi Aramco (04/2025)
- Digital Intelligence & Phishing (SAP) - Saudi Aramco (02/2025)
- Data Analysis (Excel, SQL, Python and Power BI) - Google Developer Club (07/2024)

Languages

- Arabic • English