

Sara Alkhalidi

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Summary

Logistical coordination in the sales department of the Saudi German Company.

I previously worked as a receptionist with 4 years of experience who excels at multitasking and managing front desk operations efficiently.

I hold a Bachelor of Business Administration and a Diploma in Information Technology and Network Support and am looking forward to progressing into management and technical support and the logistics field.

Skills

Problem Solving| Administration| Microsoft| Customer Service| Data Entry

Experience

SAUDI GERMAN CO., Dammam
Logistics coordinator, 03/2024-Present

SRACO, Dammam
Receptionist, 12/2019-02/2024

Responsible for supervising and coordinating logistics operations within the organization:

- Managing incoming telephone calls, directing them to appropriate individuals or departments, receiving messages, and providing basic information to callers.
- Mail and Deliveries Handling: Receives and distributes mail, packages, and deliveries to appropriate recipients within the organization.
- Coordination, this includes scheduling shipments, arranging for transportation providers, and tracking shipments to ensure timely delivery.
- Monitor logistics-related expenses and identify cost-saving opportunities through improving operations, negotiating with vendors, or improving transportation routes.

Landmark Arabia, Dhahran
Sales Staff, 06/2019-12/2019

Responsible for promoting and selling products and services to customers:

- Product knowledge with a deep understanding of products or services.
- Processing orders and following up with customers after the sale to ensure their satisfaction and address any problems.
- Providing ongoing customer support, addressing inquiries, resolving issues, and ensuring a positive purchasing experience.

Education

Bachelor's degree in business administration, 2020(06/2016-08/2020), king Faisal university, alhasa (3.8)

Diploma in Technical Support for Information Technology (Network Support), 2018(06/2014-08/2018), Technical and Vocational Training Corporation (4.19)

Courses

The art and skills of communicating with the deaf using sign language (2022), Online.
Certified International Supply Chain Professional (CISCP) 2025.

Languages

Arabic / Native

English / Proficient

Sign /Proficient