

Sara Hadi Alhammam

Khobar | sarahadihmm@outlook.com | +966552544063

OBJECTIVE

Results-driven Sales & Marketing Officer with hands-on experience in industrial sales, RFQs handling, client coordination, vendor registration, and prequalification processes. Experienced in working across major procurement portals and supporting key accounts including Saudi Aramco, SABIC, Ma'aden, SWCC, and SEC. Background in digital marketing and insurance, with strong communication, organization, and business support skills.

EDUCATION

Arab Open University - Dammam, Saudi Arabia

Bachelor of Science in Business Administration – Major in Marketing

GPA: 3.00/4.00

Second Honor Degree

- **Related Coursework:**
- Digital Marketing
- Promotion Principles
- Advertising
- Marketing Analytics

EXPERIENCE

Sales & Marketing Officer | MEEM (Middle East Electrical Motors Factory)

Nov 2025 – Present

- Handle RFQs and prepare commercial quotations for electric motors and related products.
- Coordinate with clients and internal teams to ensure timely and accurate responses.
- Support vendor registration and prequalification processes in line with client requirements.
- Work across major procurement portals such as SAP Ariba and other client systems.
- Engage with key accounts including **Saudi Aramco, SABIC, Ma'aden, SWCC, and SEC.**

Summer Intern | Sarmad Digital Marketing

Sep 2025 – Nov 2025

- Supported digital marketing campaigns and content planning.
- Developed content and assisted in managing social media accounts.
- Participated in content scheduling and performance follow-up.
- Contributed to enhancing brand presence and audience engagement.

Marketing & Sales Intern (Coop Training) | United Gulf Cooperative Insurance Company

June 2025 – July 2025

- Trained in both marketing and sales departments within the insurance sector.
- Supported in preparing marketing materials and coordinating campaigns.
- Assisted in handling client inquiries and presenting services.
- Gained exposure to real-world communication and promotion strategies.

SKILLS

- Leadership
- Communication
- Adaptability
- Time Management
- Teamwork
- Problem solving

- Microsoft Office (Word, Excel, PowerPoint)

Languages

Arabic
English