

SAUD ALABBAD

LOGISTICS & SUPPLY CHAIN MANAGEMENT (LSCM)

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Saudi Arabia

EDUCATION

Jubail Industrial College

Bachelor's degree in Logistics & Supply Chain Management (LSCM)

SUMMARY

Logistics & Supply Chain Management graduate with a solid foundation in optimizing operational efficiency, streamlining processes, and managing inventory for seamless product flow. Experienced as a Coop Trainee – Sales Officer, where I supported sales operations, improved client engagement, and contributed to achieving key performance goals. Known for a proactive work ethic, strong analytical skills, and attention to detail, I bring a data-driven approach to decision-making. Eager to leverage my academic training and hands-on experience to add value to a dynamic logistics and supply chain team.

WORK EXPERIENCE

Coop Trainee – Sales Officer

Middle East Logistics Institute (MELI)

2024

- Supported sales operations by managing client inquiries, assisting in lead follow-ups, and tracking sales metrics.
- Enhanced customer engagement through effective communication strategies, contributing to improved client satisfaction.
- Developed skills in client relationship management and data entry while building foundational knowledge in sales strategy.

SKILLS

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Experienced with AP (ERP System) for inventory management
- Bilingual: Fluent in Arabic and English
- Strong teamwork, punctuality, and quick learning capabilities
- Skilled in SWOT Analysis and effective multitasking
- Tactful, discreet, and diplomatic in professional interactions

CERTIFICATIONS

- Logistics of Warehouse Operations in Supply Chain Management (Udemy)
- Oral Presentation Skills (Doroob Program)
- Communication Skills (Doroob Program)
- Key Negotiation Skills (Doroob Program)
- Effective Customer Communication (Doroob Program)