

Raghad Sultan Al-Rubian



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Saudi Arabia

OBJECTIVE

Logistics Operations Coordinator at Aramex with a solid foundation in managing warehouse activities, coordinating shipments, and ensuring timely order fulfillment. Skilled in handling client communication, preparing accurate invoices, and maintaining organized operational records. Holds a Bachelor's degree in Tourism and Archaeology with hands-on training in both travel services and archaeological fieldwork. Proficient in Microsoft Office, data analysis, and cross-functional team coordination. Known for strong attention to detail, problem-solving abilities, and a commitment to improving operational efficiency and customer satisfaction.

EXPERIENCE

Aramex | Saudi Arabia

Logistics Operations Coordinator | Front Desk Agent | Shipping and Receiving Clerk | Dec 2024 - Present

- Supervise warehouse operations to ensure timely and accurate order fulfillment.
- Coordinate daily logistics tasks to improve overall operational efficiency.
- Manage client communication professionally via email and internal platforms.
- Prepare invoices accurately and ensure proper billing for all shipments.
- Maintain organized documentation to support smooth and efficient workflow.

Al-Maalem Travel and Tourism | Saudi Arabia

University Training in Tourism Packages | Mar 2023 - May 2023

- Design and develop customized travel packages based on client preferences.
- Conduct market research to identify popular tourist destinations.
- Collaborate with vendors to negotiate prices and book travel services.
- Provide customer support by answering inquiries and resolving travel-related issues.

Al-Rakah Site | Al-Khobar, Saudi Arabia

University Training in Archaeological Digging and Excavation Basics | Dec 2022

- Assist in the excavation process by carefully removing soil and debris to uncover artifacts.
- Document findings by recording the location and context of each artifact uncovered.
- Participate in team meetings to discuss excavation strategies and findings.
- Maintain tools and equipment used during the excavation for optimal performance.

EDUCATION

Imam Abdul Rahman bin Faisal University | Saudi Arabia

Bachelor's Degree in Tourism and Archaeology | 2019-2023

COURSE

- Computer Skills in Office Work Course | Al-Bassam Institute | Feb 2024 - May 2024.
- English Language Course | Al-Bassam Institute | Sep 2023 - Nov 2023.
- Human Resources Management for Hospitality | Tourism Leaders Program | Nov 2022.

SKILLS

Technical Skills:

- Data Analysis Skills.
- Performance Management Strategies.
- Resource Planning Techniques.
- Cross-Functional Team Coordination.
- Project Risk Management.
- Process Evaluation Improvement.
- Proficiency in Microsoft Office Suite.
- Strong General Computer Skills.

Soft Skills:

- Communication Skills.
- Problem-Solving.
- Attention to Detail.
- Decision-Making.
- Analytical Thinking.
- Time-Management.
- Collaboration and Teamwork.

LANGUAGES

- Arabic
- English