

BARAA AYMAN KATTAN

CONTACT

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- Jeddah, Saudi Arabia
- baraa-kattan

SKILLS

- Sales and Negotiation
- Customer Relationship Management (CRM)
- Financial Analysis & Reporting
- Budget Management
- Microsoft Office (Word, Excel, PowerPoint, Access, OneNote)
- Power BI
- Data Analysis
- Problem Solving and Critical Thinking
- Team Leadership

LANGUAGES

- Arabic (Native)
- English (Professional)

INTERESTS

- Attending business conferences
- Analytical thinking and creative problem solving
- Building strong customer relationships
- Contract management
- Achieving and exceeding sales targets



PROFILE

Economics graduate with extensive experience in sales, marketing, and administration. Skilled at building customer relationships, analyzing market trends, and developing effective sales and marketing strategies. Seeking a position where I can utilize my skills to contribute to business growth and enhance financial and economic processes.



WORK EXPERIENCE

- Al Rajhi Bank (via HRMD Company)

DEC 2022 - MAY 2023

Sales Representative - Jeddah, Saudi Arabia

 - Presented and promoted products to new and existing customers.
 - Conducted cost and needs analysis to tailor solutions.
 - Built and maintained positive client relationships.
 - Resolved customer complaints and provided support.
- Alkhalijiah for Consulting & Information

JUN 2022 - NOV 2022

Marketing Manager - Riyadh, Saudi Arabia

 - Developed and implemented marketing strategies.
 - Managed marketing budgets and analyzed campaign performance.
 - Forecasted market trends and provided insights for business development.
- Al Majal Al Arabi Group

JUL 2019 - MAR 2022

Administrative Clerk - Jeddah, Saudi Arabia

 - Managed employee records, organized files, and handled office correspondence.
- Advanced Systems Company

JUL 2018 - JUL 2019

Administrative Clerk - Jeddah, Saudi Arabia

 - Handled general bookkeeping, filing, and meeting documentation.
- Zain Company

MAR 2015 - JUN 2015

Call Center Agent - Jeddah, Saudi Arabia

 - Managed inbound and outbound calls, addressing customer inquiries and complaints.



EDUCATION

- Bachelor of Economics

2022

Umm Al-Qura University - Mecca, Saudi Arabia



CERTIFICATION

- Principles of Customer Service - Doroob (2024)
- Bank Financing and Ownership Products - Doroob (2024)
- Civil Defense Works - TVTC
- First Aid - Prince Nayef Program
- How to Use Fire Extinguishers - Ministry of Health (2021)
- After-Sales Service Marketing & Sales Specialist - King Abdulaziz University (2024)
- Ambition Program (2017)
- How to Be a Role Model - Al-Tawfiq National Training Institute



VOLUNTEERING

- Keswa Aisha Organization

2014 - 2023

Organized and participated in social service activities (1620+ hours).