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Saudi Arabia

SUMMARY

Sales specialist experienced in managing operations using PHP systems and CRM software, with strong skills in client coordination and financial report analysis. Worked in two Saudi HR companies, handling performance reports and financial collections to ensure efficient workflow. Holds a marketing diploma and skilled in digital and traditional marketing, communication, and negotiation. with strengths in problem-solving, time management, and teamwork.

EXPERIENCE

Mueen Human Resources Company | Saudi Arabia

Sales Specialist | May 2023 – Present.

- Develop project scopes and accurately define client requirements to ensure service alignment with set objectives.
- Manage sales operations using PHP system and Customer Relationship Management (CRM) software to ensure efficient follow-up and execution.
- Coordinate with external agencies and clients to meet their needs and oversee service delivery stages professionally.
- Prepare weekly reports for management and monitor sales and logistics performance indicators to ensure continuous improvement.

EIKAL Human Resources Company | Saudi Arabia

Sales Officer | October 2022 – March 2023.

- Drafted service contracts in compliance with internal regulations and policies, ensuring clear terms for both parties.
- Followed up on financial collections and coordinate with the accounting department to ensure timely payments.
- Prepared periodic financial reports and analyze data to support strategic decision-making.
- Provided administrative and sales support to the team to ensure efficient daily operations.

EDUCATION

Technical College | Saudi Arabia

Diploma in Marketing | June 2022.

- Acquired comprehensive knowledge of marketing fundamentals and modern concepts for effective application in various work environments.
- Developed skills in utilizing digital and traditional marketing tools and strategies to enhance product presence in the market.
- Understood consumer behavior and market analysis techniques to support data-driven marketing decisions.
- Enhanced abilities in communication, negotiation, and client relationship management to achieve sales targets and increase customer satisfaction.

COURSES AND CERTIFICATIONS

- E-Marketing Course | Google | 2020.

SKILLS

● Hard Skills:

- Sales Management Using PHP System.
- Proficient in CRM Software.
- Coordination with Agencies and Clients.
- Preparing Sales and Logistics Reports.
- Analyzing Periodic Financial Reports.
- Executing Various Marketing Strategies.
- Tracking Financial Collections.
- Proficient in Computer.
- Microsoft Office Suite.

● Soft Skills:

- Problem-Solving.
- Critical Thinking.
- Effective Communication.
- Time Management.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

LANGUAGES

- Arabic.
- English.