

Dana Radha

Sales Specialist

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Professional Summary

Results-driven Sales and Customer Service professional with experience across retail, supply chain, and event operations. Skilled in client engagement, workflow coordination, Microsoft Excel, and maintaining service quality under pressure. Strong ability to adapt, collaborate, and support operational efficiency.

Professional Experience

Sales Specialist – NaturePack (Dec 2024 – Apr 2025) | Jeddah

- Supported sales operations and client coordination within a supply chain environment
- Tracked orders and reports using Microsoft Excel
- Maintained service accuracy under tight deadlines

Customer Service Specialist – Armah Sports (Mar 2024 – Nov 2024) | Jeddah

- Delivered customer support in a fast-paced retail environment
- Managed inquiries, complaints, and after-sales service
- Ensured high service standards and customer satisfaction

Event Operations Coordinator – Eight Gate (Dec 2024) | Jeddah

- Coordinated on-site event operations and logistics
- Supported team execution during high-attendance events

Government Services Operations Coordinator (Seasonal) – Eight Gate (Nov 2024 – Dec 2024) | Jeddah

- Managed time-sensitive government service workflows during peak periods
- Maintained accuracy and compliance under pressure

Beverage Service Coordinator – Blue Event (Dec 2024 – Jan 2025) | Jeddah

- Coordinated beverage service operations during large-scale events
- Ensured smooth service flow and team coordination

Education

Bachelor's Degree in Economics and Management – King Abdulaziz University
Sep 2018 – Jan 2024 | Jeddah

Skills

Microsoft Excel, Sales Support, Client Engagement, Customer Service, Time Management, Working Under Pressure, Administrative Coordination, Strategic Planning, Communication Skills