

Ahmed Alkhalifah
Phone No: +966 509539210
Email: Ahmedkh1998.1418@gmail.com

Business and Technology Professional skilled in sales, data analysis and business process improvement Experienced in client relationship management, system analysis and strategic decision support to drive growth and efficiency.

Education

Bachelor of Management Information Systems (MIS) (Graduated 2025)
King Faisal University
Al Ahsa, Eastern Province KSA

Experience

Jewelry Sales Specialist –Albather Gold & Diamond Retail

(Jan 2023 – Present)

- Assisted customers in selecting gold and diamond jewelry pieces tailored to their style, preferences, and occasions, both in-store and through online platforms
- Provided expert product knowledge to help customers make informed decisions on high-value purchases and achieve repeat-purchase growth and customer retention
- Curated and managed engaging content for social media channels to highlight new arrivals, promotions, and seasonal collections
- Partnered with management to align sales strategies with business objectives and revenue goals

Marketing Specialist – Three Leaves Restaurant

(May 2022 – Dec 2022)

- Managed and executed digital marketing across social media platforms by creating engaging posts, videos, and promotional content to attract and retain customers
- Monitored customer reviews and inquiries across digital platforms, providing prompt responses and support to enhance the customer experience
- Coordinated with food delivery apps to improve the restaurant's visibility and engagement, leading to increased online orders
- Collaborated with the owner to develop marketing offers and seasonal promotions to boost sales
- Conducted sales analysis and generated reports to track the number of items sold throughout the year, supporting data-driven decision-making

Skills

- Communication Skills
- Relationship Building
- E-commerce
- Territory Management
- Microsoft Office
- Negotiation and Closing
- Time Management
- Market Awareness
- CRM & Reporting
- Team Collaboration
- Sales and Persuasion Skills
- Project Management Fundamental
- Data analysis
- Business processes modeling
- Spreadsheet
- Pivot table
- Data Visualization

Certificates and Training

- Career Essentials in Project Management by Microsoft and LinkedIn Learning (2025).
- Social Media Marketing Professionals Certificate by Hootsuite.
- Google Data Analytics