

# Sarah Mubeen

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## Professional Summary

Results-driven Sales Account Manager with 2 years' experience in B2B sales, client relationship management, and account growth across diverse industries. Proven track record of building and maintaining long-term client partnerships, driving revenue, and exceeding sales targets. Skilled in lead generation, contract negotiations, CRM systems, and territory development. Adept at delivering tailored solutions, resolving client issues, and ensuring customer satisfaction to secure repeat business and market expansion.

## Core Competencies

| Key Account Management     | B2B Sales & Lead Generation          | Negotiation & Deal Closure    |
|----------------------------|--------------------------------------|-------------------------------|
| Territory Mapping          | Market Penetration & Growth Strategy | CRM (Salesforce, MS Dynamics) |
| Sales Reporting & Analysis | Customer Service Excellence          | Client Retention              |

## Professional Experience

Sales Coordinator | Smart Box | Dammam, KSA | Current

- Manage key client accounts by maintaining strong relationships with decision-makers and ensuring customer satisfaction.
- Conduct in-person B2B sales visits, present solutions, deliver demos, and negotiate terms to close deals.
- Support sales team operations including sales reporting, pipeline tracking, and proposal development.
- Collaborate with marketing and logistics to ensure seamless order fulfillment and timely delivery.
- Maintain accurate CRM data and monitor lead conversion rates.

**Key Achievement:** Consistently exceeded quarterly sales targets by strengthening client relationships and identifying upsell opportunities.

Recruiting Coordinator | Tinyplanet Inc. (USA – Remote) | 2022–2023

- Handled full-cycle recruitment for international clients, conducting outreach, screenings, and candidate pipeline management.
- Delivered daily recruitment reports and streamlined processes through applicant tracking systems.

Customer Service & Lead Generation Representative | Tinyplanet Inc. (USA – Remote) | 2022–2023

- Generated and qualified leads with U.S. dental practices, onboarding new clients through consultative sales approaches.
- Handled over 150 calls daily, consistently meeting client acquisition goals.

**Key Achievement:** Expanded client base in targeted U.S. markets, contributing to revenue growth.

Freelance IBM Consultant | Remote

- Guided UK & Canadian students on International Business Management projects, providing market research, analysis, and case studies.

## Education

Master of Business Administration (MBA) – Marketing | 2019–2021

Bachelor of Business Administration (BBA) – Marketing | 2016–2019

## Additional Information

- Languages: English (Fluent), Urdu (Fluent), Arabic (Intermediate)
- Nationality: Indian | Iqama: Transferable