

Rayan M. Almajid

Alizdhar, Alqamar St., Riyadh, Saudi Arabia
+966 555 446669 | Ryanmjmm@gmail.com

Professional Summary

E-commerce and operations professional with over 7 years of experience in luxury retail, logistics, and online business operations. Proven ability to streamline stock administration, support digital initiatives, and drive performance through cross-functional collaboration. Adept at identifying operational gaps and delivering actionable solutions within fast-paced, high-standard environments.

Core Competencies

Communication & Interpersonal Skills, Problem-Solving & Critical Thinking, Attention to Detail & Organization, Adaptability & Flexibility, Operational Excellence, Logistics Coordination & Stock Management, E-commerce Operations & CRM Support, Reporting & Data Analysis

Professional Experience

Van Cleef & Arpels, Riyadh, Saudi Arabia

E-commerce Operations – Stock Administrator | April 2022 – Present

- Key Contributions:
- Built and maintained strong cross-functional relationships with Online Retail, Retail Ops, CRM, Logistics, and IT.
- Represented KSA in monthly regional stock admin meetings and e-commerce reviews.
- Delivered reports and actionable insights on retail KPIs and DHL logistics tracking.
- Accountabilities:
- Managed daily e-commerce operations: order fulfillment, boutique pickups, shipping, and tracking.
- Oversaw internal stock transfers and allocations for optimal ecommerce readiness.
- Acted as liaison between DHL and regional teams to resolve logistics issues.
- Supported SAP e-merchandising releases and CRM gifting campaigns.
- Trained boutique staff and ensured SOP adherence across locations.
- Maintained audit-readiness, digitized records, and supported HQ-led relocations and RFID projects.

Van Cleef & Arpels, Riyadh, Saudi Arabia

Senior Sales Associate | August 2019 – March 2022

- Acted as interim Store Manager and audited boutiques on managerial standards.
- Led weekly staff trainings and refreshment meetings to boost sales performance.
- Studied store trends to drive business improvements and meet KPIs.

Sacoor Brothers, Riyadh, Saudi Arabia

Senior Sales Associate | August 2018 – July 2019

- Delivered monthly and weekly team feedback and business development plans.
- Increased sales by analyzing store performance and implementing targeted initiatives.

Bellegate Cafe & Weddings and Events Co., Riyadh, Saudi Arabia

Weddings & Events Coordinator / Store Manager | September 2016 – August 2018

- Designed cafe menu, staff uniforms, service protocols, and dining layout.
- Managed day-to-day cafe operations and developed plans for rush-hour efficiency.
- Set new sales records and introduced POS and pest control systems.

Caribou Coffee, Riyadh, Saudi Arabia

Barista | April 2016 – September 2016

Education

Saudi Electronic University, Riyadh, Saudi Arabia

Bachelor of Science in E-Commerce (Graduated 2024)

Gemological Institute of America (GIA), Riyadh, Saudi Arabia

Applied Jewelry Professional (June – August 2020)

ELS Language Center, Riyadh, Saudi Arabia

Completion of Academic professional English Level 112 (Jan 2015 – Feb 2016)

Assomou Schools, Riyadh, Saudi Arabia

High School Diploma (2011 – 2014)

Languages

Arabic: Native Proficiency

English: Professional Working Proficiency