



Eastern province



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Fatimah.a20@hotmail.com

SKILLS

- Logistics & Supply Chain
- Coordination Sales & Target - Achievement
- Customer Service & Communication
- Time Management & Work Under Pressure
- Team Collaboration & Initiative Technical.
- Microsoft : Word ,Excel & PowerPoint Typing.
- SAP System.
- SABER Platform.
- Zakat, Tax and Customs Authority.
- Daily Reporting & Data Entry

EDUCATION

- High School Certificate
Graduation Year: 2016
- Saudi Electronic University
Currently studying Financial Management.

LANGUAGE

- **Arabic** – Native
- **English** – Fluent

COURSES

- "Email Etiquettes" training program – Apr 2025
- American Safety & health institute.

FATIMAH ALSALAH

CAREER SUMMARY

Motivated and adaptable professional with extensive experience in sales, customer service, education, indices logistics coordination. Proven ability to meet target. manage reporting tasks and handle supply chain operations. Strong interpersonal and communication skills with a proactive attitude toward achieving goals and handling pressure efficiently.

PROFESSIONAL EXPERIENCE

LOGISTICS COORDINATOR – EXPERTISE CO.

MAR 2024 – PRESENT

Logistics services coordinator with nearly two years of experience in logistics and supply chain operations.

- Coordinated daily logistics activities, including shipments scheduling and carrier selection to ensure timely and cost-effective deliveries.
- Communicated with customs brokers to facilities smooth customs clearance and handled payments for shipments transits charges.
- Monitored and update shipments arrival times, maintaining clear and timely communication with stakeholders.
- Support the selection and evaluation of fright companies based on performance and cost.
- Ensured compliance with shipment documentation and provided proactive solutions to potential delays.

ENGLISH LANGUAGE TEACHER – HONEY BEE ACADEMY

MAY 2023 – DEC 2024

Southridge Video

Teaching English to children in a kindergarten setting. Facilitated children's active participation, contributing to their cognitive growth, language acquisition, and confident public speaking.

SALES REPRESENTATIVE – AL FAROUQ CO.

APR 2021 – MAY 2023

Held a dual role as a Sales Representative and Beauty Consultant, providing personalized product recommendations and achieving sales targets.

- Provided personalized beauty consultations to customers based on skin type, preferences, and product knowledge.
- Promoted and sold a wide range of skincare and cosmetic products, consistently meeting and exceeding sales targets.
- Built strong customer relationships to encourage brand loyalty and repeat business.
- Maintained product displays and ensured cleanliness and organization of the sales area.
- Assisted in training new staff on product knowledge and customer service best practices.
- Prepared and submitted daily sales reports, tracking performance against targets and identifying areas for improvement.

SALES & CUSTOMERS SERVICE – ALMUSBAH CO.

JUNE 2018 –MAR 2021

This role marked my first professional experience in workforce, focused on customer service and sales within a fast-paced, multicultural environment at the airport.

- Delivered high-quality customer service to clients from various nationalities and cultural backgrounds.
- Stayed updated on beauty trends and product knowledge offer the best recommendations.
- Effectively handled customer concerns and resolved issues to ensure satisfaction and maintain brand reputation.