

Najd Fahad AlThumairi

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Education

Jubail University College

Bachelor's Degree of Arts in the Field of the English Language

Jubail

2018

Experience

Libra Arabia

Sales & Logistics Coordinator

Jubail

February 2023 – February 2025

Effectively contacted clients to discuss quotations and purchase orders, ensuring clarity and satisfaction in all transactions.

Proactively contacted suppliers and manufacturers to source materials that met company specifications and pricing requirements, fostering strong and lasting partnerships.

Prepared detailed invoices and actively followed up on overdue payments, enhancing cash flow and financial accuracy.

Coordinated the delivery of materials to warehouses and plants, ensuring timely and efficient distribution processes.

Liaised with forwarders to arrange the pick-up of materials from overseas manufacturers, optimizing supply chain efficiency.

Prepared necessary SABER and FASAH exceptions to facilitate the smooth passage of materials through customs.

Additional HR Responsibilities:

Managed end-to-end recruitment processes, including job postings, resume screening, interviews, and onboarding new employees.

Ensured compliance with labor laws and company policies, maintaining up-to-date employee records.

Coordinated performance management cycles, including goal setting, performance reviews, and employee feedback.

Administered compensation and benefits programs, ensuring timely payroll processing and accurate benefits enrollment.

Supported employee relations by addressing concerns, resolving conflicts, and fostering a positive workplace culture.

Developed and implemented training programs to support employee development and career growth.

Organized employee engagement initiatives and retention strategies, contributing to a motivated and high-performing workforce.

Handled exit processes, including conducting exit interviews and managing termination documentation.

Certificates

Public Relations Foundations

August 2021 – Present

Marketing Communication

August 2021 – Present

Administrative Human Resources

February 2021 – Present

Skills & Interests

Soft skills: Social Media Marketing, Sales, Great communicator, Problem solving, Critical Thinking, Teamwork, Strong interpersonal skills, Proofreading, Multi-tasking, Time management, Logistics.

Technical skills: MS Office, Odoo system, SAP Arabia, Oracle.

Language: Arabic – Native, English – Fluent