

Salha Suliman Aldhass

Khobar, Saudi Arabia | Salha.ssd1994@gmail.com | +966546807275

SUMMARY:

Results-driven Sales and Marketing Executive with a solid background in administrative support and business operations. Skilled in building client relationships and tailoring solutions to drive sales and enhance brand positioning. Experienced in real estate negotiations, procurement, and financial management, ensuring operational efficiency. Passionate about business growth and delivering exceptional service through effective communication and problem-solving.

EDUCATION:

Higher Diploma in Social Responsibility, Majmaah University | 2024

Bachelor's Degree in Social Service, King Faisal University | 2020

EXPERIENCE:

Sales Executive | Naqel Express

June 2025 – Present

- Provide tailored logistics solutions for clients across government and private sectors.
- Manage client accounts and ensure high levels of customer satisfaction.
- Present commercial proposals and follow up on contract processes.
- Coordinate with operations to ensure timely service delivery.
- Monitor performance metrics and support continuous improvement initiatives.

Sales and Marketing Executive | Khalifa A. Algosaibi Investment CJSC

May 2024 – Present

- Develop and maintain strong client relationships through strategic engagement.
- Identify customer needs and provide tailored solutions.
- Conduct product demonstrations & track and monitor upcoming projects.
- Collect and communicate client feedback, including technical insights, to management.
- Assess and onboard new clients and ensure prompt resolution of customer issues.
- Manage credit terms, communication, and ensure timely payment collection.

Administrative Assistant | Salman Group

2023 – 2024

- Monitored the quality of imported warehouse materials.
- Communicated order reports with stakeholders.
- Prepared quotations and cost estimates under management supervision.
- Assisted in procurement processes to ensure timely fulfillment.

Real Estate Negotiator & Marketer | Al Qurashi Real Estate Est.

2021 – 2022

- Marketed real estate properties through social media campaigns.
- Coordinated contracts and property ownership transfers.
- Maintained client relationships and provided updates on new projects.
- Conducted market research to identify real estate opportunities.

Social Services and Communication | Al Kahal Hospital

2020 – 2021

- Managed patient relations and facilitated communication with clinic management.
- Assisted clients in accessing services both in person and via telephone.
- Maintained records and prepared reports to support patient care.

- Developed treatment, discharge, and follow-up care plans with the medical team.
- Conducted patient follow-ups to assess treatment progress.

SKILLS:

- Proficiency in using computers & MS Office programs.
- Client relationship development and needs analysis.
- Real negotiation and administrative operations management.
- Strong communication and problem-solving skills.
- Market research and analysis.
- Strategic marketing and customer relationship management.
- Administrative support and business efficiency optimization.

LANGUAGES:

- Arabic: Native.
- English.