

SAHAR TAHA

Al Malik Faisal District, Riyadh, Saudi Arabia | (966) 57695-3736 | sahartaha422@gmail.com | www.linkedin.com

I am a Versatile Aviation graduate with experience in licensing, sales, and secretarial duties. Skilled in negotiation, data management, report preparation, administrative coordination, and meeting organization, with a proven ability to enhance operational efficiency and achieve goals.

EDUCATION

Diploma in commercial aviation sciences & computer | Aviation Sciences College

Degree obtained April 2017

- Graduated with a “Very Good” academic standing
 - Training courses: English language course –Intermediate level, British Council
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EXPERIENCE

Sales Representative | Leajlak Logistics Services company | Saudi Arabia, Riyadh

2024 – 2025

- Preparing sales reports, quotations, contracts, and performance analysis using MS Office.
- Negotiating, closing deals, and maintaining strong client relationships
- Following up with clients to ensure satisfaction and ongoing business.

Input data | Samasemo trading & investment company | Sudan, Khartoum

2021 – 2022

- Reviewing and correcting data to ensure accuracy
- Organizing digital files and maintaining structured records
- Using Microsoft Excel and Word for reports, spreadsheets, and cross-department coordination

Secretary | Sudan airport company | Sudan, Khartoum

2017 – 2018

- Prepared periodic reports and documented meeting minutes with follow-ups
 - Scheduled and coordinated meetings, calendars, and daily agendas
 - Facilitated communication and appointments between departments
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SKILLS

- Proficient in Microsoft Office programs
- Teamwork
- Customer service
- CRM systems
- Report writing and data analysis
- Sales and negotiation