

Rami Abdulwahid

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SUMMARY

Results-driven Sales and Administrative professional with a Bachelor's in Management Information Systems. Experienced in leading sales teams, optimizing processes, and managing financial and operational data. Proven track record in exceeding revenue targets, enhancing customer satisfaction, and improving workflow efficiency. Skilled in CRM, data analysis, and inventory management to support strategic business objectives.

EXPERIENCE

Food Experts Trading Company | Saudi Arabia

Sales Manager | July 2021 – October 2024.

- Assessed team capabilities and implemented targeted training to close performance gaps.
- Oversaw month-end and year-end financial closing, ensuring accuracy and compliance.
- Directed daily sales operations, setting targets and tracking team progress to exceed goals.
- Led sales initiatives that consistently achieved and surpassed company revenue objectives.

TAAJEER Finance | Saudi Arabia

Administrative Affairs Specialist | September 2018 – September 2020.

- Entered and managed data accurately using Excel and management systems.
- Audited and validated data to support informed decision-making across departments.
- Organized and maintained administrative records to improve accessibility and workflow efficiency.
- Coordinated office operations, enhancing overall productivity and accuracy in administrative tasks.

Alshaya Group | Saudi Arabia

Sales Assistant | December 2017 – July 2018.

- Executed transactions efficiently at the cash register while maintaining high accuracy.
- Resolved customer complaints and returns professionally, enhancing customer satisfaction.
- Monitored inventory levels and restocked products to maintain seamless operations.
- Supported store organization and operational efficiency, contributing to positive customer experiences.

EDUCATION

King Abdulaziz University | Saudi Arabia

Bachelor's Degree in Management Information Systems | 2020.

OTHER

● Courses:

- Inventory and Procurement Management (Supply Chains) | Reyiada | 8 July 2025.
- English Language | Berlitz Institute.
- Sales Assistant | Al-Shaya Company.
- Fundamentals of Insurance | Concord Company.
- Legal Aspects of Human Resources | Public Administration Institute.
- Report Preparation Certificate | Public Administration Institute.

● Hard Skills:

- Sales Management.
- Customer Relationship Management.
- Data Analysis.
- Financial Reporting.
- Inventory Management.
- Office Administration.
- Process Optimization.
- Microsoft Office Suite.

● Soft Skills:

- Problem Solving.
- Critical Thinking.
- Effective Communication.
- Time Management.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● Languages: Arabic, English.