



SUMMARY

Recent Business Administration graduate with hands-on internship experience in procurement, logistics and technical sales. Strong foundation in supply chain operations, data analysis, and customer service. Eager to contribute to a dynamic team and grow in a professional environment.

EDUCATION

Arab Open University

Bachelor's Degree in Business Administration
2021 – 2025

SKILLS

- Effective Communication
- Attention To Detail
- Team Collaboration
- Adaptability & Quick Learning
- Time Management & Organization
- Supply Chain & Logistics Coordination
- Technical Sales & Client Support
- Customer Relationship Management
- Problem-Solving & Critical Thinking

CERTIFICATIONS

- British Council Exam Invigilation (IGCSE & IELTS)
- British Council Supervision and Assistant Supervision

PROFESSIONAL EXPERIENCE

Sales - Operation

Simona's Kitchen | DEC 2023 – PRESENT

- Managed budgets, cost controls, and financial performance.
- Trained and supervised new employees on operational procedures and safety guidelines.
- Monitored inventory, placed orders, and managed raw materials effectively.
- Oversaw daily restaurant operations to ensure smooth functionality and excellent customer service.
- Managed and enhanced sales performance by negotiating contracts and securing strategic deals with key companies.

Part-Time Exam Invigilator

British Council KSA | MAY 2021 – PRESENT

- Organized and managed exam materials efficiently for testing sessions.
- Conducted pre-test briefings and ensured proper implementation of examination rules.
- Verified student identification and monitored exam sessions to prevent violations.
- Demonstrated reliability, working independently and collaboratively with minimal supervision.

University Intern

MAIRE Tecnimont Arabia Limited | JAN 2025 – MAY 2025

- Supported Procurement, Logistics, Supply Chain and Sales Departments.
- Supported technical sales activities by coordinating between suppliers, clients and internal teams.
- Assisted in preparing quotations, proposals and purchasing requests that align with project specifications.
- Collaborated with logistics and purchasing team to ensure on-time delivery and compliance with technical standards.