

# Rawan Khalifa Al-Aqel

## Business and Sales Coordinator

📍 Saudi Arabia – Eastern Province

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🇸🇦 Saudi Arabian

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## SUMMARY

Versatile professional with 3 years of sales experience and business administration exposure. Holds a sales diploma and a keen interest in transitioning into a business administration role matching my current Bachelor degree. Seeking to leverage my sales expertise and growing business administration skills to contribute to the organization's success.

## WORK EXPERIENCE

### Operation Coordinator

#### Intelligent Energy Services Co. Ltd.

May 2024 – Present

- Issue sales order and maintain orders register.
- Submit invoices to clients with all supporting documents.
- Maintain open orders file and closed orders file.

### Business Coordinator

#### Emkan Holding

Nov 2023 – Feb 2024

- Implemented and configured SAP ERP system.
- Maintaining up-to-date system documentation.

### Corporate Sales Coordinator

#### Arjaa Travel & Tourism (Part of Almajdouie Group)

March 2021 – Nov 2023

- Efficiently process clients' orders, ensuring adherence to customer specifications and achieving sales quotas.
- Strategize new product development, considering all production stages for successful implementation.

### Market Research

#### Aufaz Company

July 2020 – Oct 2020

- Collecting data on consumers, competitors and marketplace.

### Office Assistant (Internship)

#### Aziziyah Municipality

Jan 2020 (5 Weeks OJT)

- Compiling, verifying accuracy and sorting information.

### Store Sales Trainee (Internship)

#### IKEA

Jul 2019 (5 Weeks OJT)

- Making Quotations for Business-to-Business.

## EDUCATION

### Bachelor in Business Administration

#### Saudi Electronic University

2020 – Present

### Diploma in Sales

#### AlKhobar International Technical College

GPA: 4.9 out of 5

2017 - 2020

## LANGUAGES

Arabic → Native Speaker

English → Fluent

## SKILLS

- SAP and Epicor ERP System
- Microsoft Office Programs
- Organization Management
- Team Collaboration
- Adaptability and Flexibility
- Interpersonal Skills
- Business Intelligence
- Research & Analysis

## VOLUNTEERING EXPERIENCE

### Playground Coordinator

#### AppleSeeds Academy

April 2024

### Special Event Coordinator

#### Almajdouie Group (Family Day)

March 2023

### Event Coordinator

#### Ataa Charity Club

2016-2017

### Data Entry Specialist

#### Fiteen project

2015-2017