

Maryam Al Khalil

Oil & Gas Key Account Manger

Sales Administrative Coordinator

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Well-Organized and dedicated professional Sales Administrative Coordinator specialized in Oil & gas account and expert in Aramco portal B2B, SAP Ariba with proven record of accomplishment of providing exceptional job performance in fast-paced environments. Offering keen attention to detail / strong decision-making skills to manage multiple, concurrent tasks. Self-motivated with work ethics and ability to perform effectively in independent or team environments.

Work Experience

2019-08 - Current

Oil & Gas Key Account Manger Sales Administrative Coordinator

Advanced Micro Technology (AMT), Khobar, Eastern Province



- Oil & Gas key account, responsible for all contacts and communication with Aramco.
- Highly specialized in Aramco portal B2B, SAP Ariba.
- AR Accountant, responsible for generating invoices, follow up on, and maintain record sales invoice log.
- Providing forecast invoicing report for each upcoming quarter and working to achieve the expected target, which led to increase sales rate by 46% and enhance team productivity.
- Expert of SABER system.
- Project coordination.

Working Daily Map

1. Daily Checking SAP Ariba and B2B Aramco portals for new RFQ's, PO's, and Aramco invoices.
2. Following with Aramco end users and buyers for all Aramco PO's and inquiries.
3. Arranging delivery for all Aramco PO's and coordinating between purchasing and logistics departments to insure smooth delivery to client.
4. Uploading signed MDD's in B2B and following for invoices and Payment.
4. Monthly updating for GOSI, civil defense license, VAT Certificate, Zakat Certificate and other governmental documents in Aramco Portal.
5. Generating invoices for all ongoing projects upon received signed delivery notes and maintain all the data recorded.
6. Following with project managers for ongoing project activities and providing administrative support as needed.
7. Recording the status for ongoing and close projects.
8. Coordinating between project managers, procurement, and Implementation departments to generate forecasting invoices report for each upcoming month and quarter.
9. Assisting GM in daily responsibilities required to keep business running smoothly.

Education

2018-06 - 2019-05

Diploma: Business Accounting Diploma

ALPHA ACADEMY - United Kingdom

2014-01 - 2015-11

Certificate : Intensive English Language

University Of Ottawa - Ottawa, Canada

2013-10 - 2019-02

Bachelor of Mathematics

Imam Abdulrahman Bin Faisal University - Jubail

Skills

Proficient English

B2B System



Ariba System



SABER System



Communication skills

Administrative oversight

Financial Management

Project Management

Business planning

Proficient in Microsoft office



Strong leadership skills. Good team player and multitasking capabilities

Courses

Quality Management.

Facilities Management.