

CONTACT

PHONE:

+966 (53) 763 3260

Address:

9 – King Saud Street, Building Number
6535, Al Khaleej District, Dammam, Saudi
Arabia

EMAIL:

Saadrana489@gmail.com

Saadrana489@outlook.com

OBJECTIVE

To secure a career opportunity utilizing my Management, Customer Relationship, Organizational and Communications skills to benefit of customer retention and business growth. I am Goal and Result oriented; a Cross-functional team-builder and Dedicated problem solver with solid follow-through. Dependable and an exceptional Public speaker and meeting facilitator; especially for presentations and webinars.

A recent Business Management Graduate with a proven ability to reduce costs and provide strategic leadership. Hands-on knowledge and experience of the managerial processes and planning implementation phases required for projects. Possessing excellent communication skills and having the ability to communicate professionally with clients, colleagues, and senior managers on detailed issues.

PROFESSIONAL CERTIFICATIONS

- Training Certificates
- MS Office
- National Safety Council NSC-511 General Industry
- Occupational Safety and Health Administration (OSHA)
- Introduction to Invigilation
- Invigilating School Exam Certificate
- Supervisors and Assistant Supervisor Certificate
- Invigilating IELTS
- Invigilating IELTS UK Visa
- Invigilating Heriot Watt CBT Exams
- Child Protection Certificate

SAAD RANA

An independent and self-motivated business graduate with proven and tested business, procurement, sales, and marketing skills. A strong link between theory and practice from a practical internship and a part-time job.

EDUCATION

Binary University of Management and Entrepreneurship (Malaysia)

BA (Hons) in Business Management

January 2017 – December 2019

CGPA: 3.35/4

SKILLS

- Advanced critical and innovative thinking skills
- Financial Management
- Project Management and Planning
- Communication and Negotiation
- Strong Desire to increase skills and knowledge
- Active Learner
- Digital Marketing
- Business, Research and Data Analysis
- Complex Problem Solving
- Experience solving problems in real-world applications
- Extensive understanding of Marketing, Sales and Customer Service
- Proficient in Microsoft Office – Word, Excel, Access and PowerPoint
- Fluent in Using Peachtree Accounting
- Strong interpersonal and leadership skills
- Powerful oral communication skills, particularly in group settings
- Delegation and Strong time management skills

PROFESSIONAL ATTRIBUTES

- With exceptional analytical skills, and a disciplined and persistent approach, applies principles, procedures and standards to solve challenging problems and delivery of suitable effective solutions.
- Able to multitask and work under pressure while maintaining calm, focus, accuracy and service levels, and meeting demanding deadlines.
- A resourceful, knowledgeable business management graduate who is always willing to assist and is relied on as a source of accurate information and advice.
- Strong verbal and written communication skills, and able to work well independently or as a supportive team member.
- Able to develop, present and facilitate workshops and seminars on leading edge engineering products and support systems.
- Commercially astute and financially savvy, with ability to manage projects and events within budget and time constraints.

PROFESSIONAL COURSES

- Risk Management
- Introduction to Management
- Statistics
- Accounting
- Introduction to Entrepreneurship
- Introduction to Computing
- Computerized Accounting
- Advertising
- Management Information System
- Marketing
- Small Business Management
- Business Ethics
- Quality, Marketing and Strategic Management
- Management Accounting
- International Business & Marketing
- Human Resource Management
- Financial Management
- Operational and Production Management
- Management Change and Diversity
- Franchising
- Managing Company Finance
- Service Marketing

COMPUTER SKILLS

- Practical experience with computer assembly and disassembly
- Experience with computer maintenance
- Experience installing and configuring peripheral parts, components, and drivers
- Knowledge and experience with power supply units
- Knowledge of network cards and video graphics card
- Knowledge of hard disk controller card on PC systems
- Knowledge and use of security systems and firewalls
- Trouble shooting desktops, laptops, and servers
- Troubleshooting skills in problems with complex software and hardware
- Experience with applications and programming
- Experience installing software and applications to a personal standard
- Complete understanding of computer hardware
- Complete technical understanding and use of software
- Ability to configure and maintain organizations internal computer network
- Expert experience with troubleshooting computer hardware related problems
- Experience managing network security tools
- Identifying network performance issues
- Troubleshooting, solving and documenting network connectivity issues
- Designed a memory unit and input-output subsystem

WORK EXPERIENCE

Dar Al-Andalus Management and Consultancy

Admin Manager – Full Time

October 2016 – Present

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g. electricians)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments
- Responsible for collecting dues for each individual admitted to the institute
- Handling of potential queries regarding admissions

British Council

Assistant Supervisor – Part Time

May 2018 – Present

- Responsible for preparing examination rooms before students enter.
- Required to give out examination papers, give instructions to students, ensure that the exam starts and finishes on time and check that all unauthorized items such as cell phones are cleared from desks before the exam starts.
- Responsible to ensure the exam is conducted fairly
- Exam Invigilator for the following British Council Exam Sessions:
 1. May/June 2018
 2. October/November 2018
 3. May/June 2019
 4. October/November 2019

T3 Training and Consultancy

Marketing Supervisor – Seasonal

May 2020 – Present

- Oversee and approve marketing material, from website banners to hard copy brochures and social media
- Lead the marketing team
- Deploy successful marketing campaigns and lead their implementation with the marketing team
- Coordinate with the CEO to build strategies and tactics to get the word out about our company and drive qualified traffic to our front door
- Assist the CEO with a variety of organic and paid acquisition channels like content creation, content curation, pay per click campaigns, publicity, social media, lead generation campaigns, copywriting, performance analysis

Akram K Bader & Partner Company

Sales Coordinator – Part-Time

January 2020 – March 2020

- Completed the payments and controls expenses by receiving, processing, verifying, and reconciling invoices
- Responsible for processing the Goods Received Note of record of goods received by the store manager
- Process the inventory ledger by updating the GRN number along with the date.
- Responsible for documenting the received goods to check whether the goods mentioned in the purchase order (PO) have been received
- Issued stop-payments or purchase order amendments
- Disbursed petty cash by recording entry and verifying documentation
- Generating new invoices and voiding cheques using Peachtree Accounting

HOBBIES

Photography
Travel
Exploring
Reading

MEMBERSHIPS/ACTIVITIES

BUME Alumni Network

2019 – Current

President | Pakistan Student Association (PSA PISK) (2012 – 2015)

- Planned and promoted events at PSA PISK
- Coordinated and led members to organize events
- Been responsible for the organization, administration, and continuity of the Club
- Redistributed Executive duties from one Executive member to another
- Prepared an agenda for and chair every meeting hosted by the Club
- Shared signing authority over Club funds with the Treasurer
- Organized all events with the aid of all the other Executive members
- Overseen the events and assure completion of assigned tasks

Vice-President External Affairs | PISK

Cricket Club (2012 – 2015)

- Assisted the President in his duties
- Overseen all the other members of the executive in fulfilling their responsibilities.
- Assumed all powers of the President in his absence; and,
- Been responsible for carrying out duties that are required during a club event,
- Managed all financial accounts, overseen all the financial dealing of the club
- Assisted in dealing with external parties and getting sponsorships for events.

CITIZENSHIP STATUS

Pakistani Citizen
Valid Saudi Transferable Iqama

REFERENCES

Available Upon Request

Brand Partners – Nivea Merchandiser – Part-Time

August 2019 – September 2019

- Responsible for maintaining the stock level of Nivea products and arranging them into store displays
- Recommended the quantity and type of products to sell based on their analysis of customer demand, as well as ways to promote these products
- Planned and developed merchandising strategies
- Analysed sales figures, customers reactions and market trends to anticipate product needs
- Collaborated with buyers, suppliers, distributors and analysts to negotiate prices, quantities and timescales

Binzagr Company – London Dairy and Igloo Ice Cream

Merchandiser – Part-Time

March 2019 – April 2019

- Responsible for maintaining the stock level of London Dairy and IGLOO Ice Cream Products and arranging them into store displays
- Recommended the quantity and type of products to sell based on their analysis of customer demand, as well as ways to promote these products
- Planned and developed merchandising strategies
- Analysed sales figures, customers reactions and market trends to anticipate product needs
- Collaborated with buyers, suppliers, distributors and analysts to negotiate prices, quantities and timescales

Al-Safi Danone – Al Safi Dairy Products

Merchandiser – Part-Time

August 2018 – September 2018

- Responsible for maintaining the stock level of Al Safi Dairy Products and arranging them into store displays
- Recommended the quantity and type of products to sell based on their analysis of customer demand, as well as ways to promote these products
- Planned and developed merchandising strategies
- Analysed sales figures, customers reactions and market trends to anticipate product needs
- Collaborated with buyers, suppliers, distributors and analysts to negotiate prices, quantities and timescales

Luna Food Products – Luna Products

Merchandiser – Part-Time

March 2018 – April 2018

- Responsible for maintaining the stock level of Luna Products and arranging them into store displays
- Recommended the quantity and type of products to sell based on their analysis of customer demand, as well as ways to promote these products
- Planned and developed merchandising strategies
- Analysed sales figures, customers reactions and market trends to anticipate product needs
- Collaborated with buyers, suppliers, distributors and analysts to negotiate prices, quantities and timescales

Al-Muhaidib Group – Rice Products

Merchandiser – Part-Time

January 2018 – February 2018

- Responsible for maintaining the stock level of Al Muhaidib Rice Products and arranging them into store displays
- Recommended the quantity and type of products to sell based on their analysis of customer demand, as well as ways to promote these products
- Planned and developed merchandising strategies
- Analysed sales figures, customers reactions and market trends to anticipate product needs
- Collaborated with buyers, suppliers, distributors and analysts to negotiate prices, quantities and timescales

Dar Al-Andalus Management and Consultancy

Office Administrator – Full Time

September 2015 – September 2016

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- Keep stock of office supplies and place orders when necessary
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Creact Group

Sampling Supervisor – Part-Time

January 2013 – December 2014

- Demonstrated and provided information on promoted products/services
- Created a positive image and lead consumers to use it
- Distributed product samples, brochures, flyers etc. to source new sales opportunities
- Identified interest and understood customer needs and requirements
- Set up booths or promotional stands and stock products
- Created Reports on demonstration related information (interest level, questions asked, number of samples/flyers distributed etc)
- Promoted the following Product Companies:
 1. SADAFCO Saudi
 2. SUN COLA
 3. SUN TOP
 4. FAIR & LOVELY
 5. NOOR MAYONNIASE

Yusuf Bin Ahmed Kanoo Group

Document Controller – Part-Time

May 2013 – July 2013

- Copying, scanning and storing documents
- Filing documents in digital as well as physical records
- Reviewing and updating technical documents such as workflows and manuals
- Maintaining confidentiality of sensitive information (e.g. terms of the agreement)
- Preparing project reports as needed
- Retrieving files and documents on the requests of clients and employees
- Managing the documentation flow within the company
- Distributing project-related files to the internal teams
- Creating templates to be used in future
- Checking documents for accuracy and editing them as needed

Yusuf Bin Ahmed Kanoo Group

Document Controller – Part-Time

May 2012 – July 2012

- Copying, scanning and storing documents
- Filing documents in digital as well as physical records
- Reviewing and updating technical documents such as workflows and manuals
- Maintaining confidentiality of sensitive information (e.g. terms of the agreement)
- Preparing project reports as needed
- Retrieving files and documents on the requests of clients and employees
- Managing the documentation flow within the company
- Distributing project-related files to the internal teams
- Creating templates to be used in future
- Checking documents for accuracy and editing them as needed