

LAMIA AL-OWISHEER

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Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization to expand my learnings, knowledge, and skills.

Work Experience

Sales & Marketing Specialist - Sales & marketing Department

United Lube Oil Company | Oct 2019 - Present

- Create and develop sales strategies to enhance business growth
- Determine and set goals and objectives for the sales professionals
- Support, lead and mentor sales personnel in achieving sales outcomes
- Ensure sales targets are met and report and deviations
- Prepare sales and marketing budgets
- Provide support in troubleshooting and resolving customer issues and concerns
- Determine price schedules and discount rates
- Develop monthly and daily sales report
- Liaise with the Quality control department to ensure the high quality of products
- Develop a new hire training program for new employees
- Plan customer visit programs

Sales Administrator - Sales & marketing Department

United Lube Oil Company | Jan 2018 - Sep 2019

- Process orders via email or phone
- Check data accuracy in orders and invoices
- Contact clients to obtain missing information or answers quires
- Maintain and update sales and customers record
- Issuing shipping documents and certificate of origin
- Recommend products to customers, based on customers' needs and interests

Administrative Assistant - Sales & marketing Department

United Lube Oil Company | Aug 2017 - Dec 2017

- Answer customers' questions about products, prices, availability, product uses, and credit terms
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders
- Estimate or quote prices, credit or contract terms, and delivery dates
- Provide customers with product samples and catalogs

HR COOP

Royal Commission Hospital | Feb 2017 - May 2017

Education

Bachelor degree in Management Information System

Jubail University College | May 2017

Courses

- ISO 9001:2015 & ISO 14001:2015, Quality Management System & Environmental Management System, Awareness & Internal Auditor Training, 2019
- VAT (Value Added Tax) course, 2017
- Basic of Management, 2017
- Career opportunities workshop, 2016
- Comp TIA+, 2015
- Social leadership in volunteer work, 2013

Participating and Volunteering

- Participated in 15th ICIS Middle Eastern Base Oils & Lubricants Conference, UAE, 2018 & 2019
- Participated in business plan competition for entrepreneur's meet, 2016
- Participated in the Talent in Focus Management Fest, 2016
- Participated in the First Scientific conference, 2015
- Participated in the business club activities as a Club Leader, 2015
- Volunteered in the 5th Orphans festival as a photographer, 2015
- Participated in the BUS Project day at JUC, 2015

Skills

- Data Analysis
- Microsoft Office
- Data Management
- Decision making
- Time management
- Team leadership
- Flexibility