

# Areej Saeed Alyami

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## PROFILE

A proficient in Sales and marketing within more than three years' experience in sales and Marketing customer relations professional experience.

### Career Objective:

Seek a position in the Marketing field where I can apply the skills, that I learned in the marketing and gain more experience in a challenging and growing environment to offer customized solutions, identify sales opportunities, and provide exceptional service to customers.

### Professional Experience:

Nov 2019 – DEC 2020

**Marketing specialist and Strategic plans, (Sales & marketing department) in Gulf Salt Co,** Second industrial Dammam, Saudi Arabia

#### Responsibilities:

- Preparing marketing plans and strategies and linking all the company's websites to the electronic system.
- Preparing studies and market research to know the demographic of clients and competitors in the market.
- Branding mission and statement
- Dealing with the content of Social Media, downloading the publications related to the facility, following up and communicating with customers to obtain selling opportunities for the company's products.
- Attending the most famous international food Exhibition to represent my company and meet clients from different continents, the most famous of which is the Gulf Food Exhibition in Dubai in 2020.
- Dealing in the Oracle system in the process of buying and selling.
- I have a large client base from Asia, Africa and Europe.
- Communicating with the Saudi Export Development Authority to organize food Exhibition.
- Communication with the governmental and private sectors
- Dealing with the SAP Arabia platform for Aramco and Sadara to sell the company's product through the platform

- Create monthly reports that reflect the results
- Dealing with Saudi Aramco and Sadara company

April 2019 – October 2019

**Cooperative training Special Scheme Officer, (Sales & marketing department) in Walaa cooperative Insurance Co, Al Khobar, Saudi Arabia**

**Responsibilities:**

- Communicated with the customers in government and private sectors and submit insurance offers to them.
- Communicated with the underwriting department to issue and send the policies and quotations after reviewing them to customers.
- Coordinated between finance department and customers to fill forms and open accounts.
- Prepared sales report to management.
- Coordinated between IT and other departments' kingdom wide to solve any technical issues they face.

March 2017 – DEC 2018

**Sales Coordinator, Arabian Shilled Insurance Co, Al Khobar, Saudi Arabia**

**Responsibilities:**

- Used websites like Zawya and Tadawul to gather companies' contacts.
- Communicated with key accounts, SME companies and with companies that deal with brokers.
- Marketed insurance products to customers and share with them our company's profile.
- Know the customers desire for the insurance product and send the insurance requirements by email

March 2012 – DEC 2015

**Teacher, Petroleum and Mineral University Schools, Dhahran (1/3/2012 - 31/12/2015)**

**Achievements:**

During two years in sales and Marketing , I succeeded to make deals with big customers in the government and private sectors. Below are some of the big customers.

- Ministry of commerce and Investment
- Ministry of Finance
- Ministry of Interior
- King Abdullah city for Atomic and Renewable Energy.
- Saudi Electricity Company

### **Skills:**

- Reporting
- Sales & Negotiations Skills
- Market Research
- Using programs in CRM and Retail Motor System program
- Teamwork
- Leadership
- Planning and Organization
- Microsoft Office (Proficient)
- Time management
- Critical thinking skills
- Negotiation Skills
- Quick learning

### **EDUCATION**

| **2006 - 2009 | BACHELOR OF CHEMISTRY**

| College of Sciences, Dammam University GPA: 85.16/100.

| **2019 - 2024 | BACHELOR OF E – COMMERCE**

Saudi Electronic University, Dammam

### **Certificates:**

- **2020**|The Fundamentals of Digital Marketing from Google Digital Garage
- **2020**|PCAP:Programming Essentials in Python from Cisco Networking Academy
- **2020**|The role of the ISO 9001 Quality Management System in improving the performance of facilities from Saudi Standards Metrology and quality org
- **2020**|Introduction to Corporates Finance from Corporate Finance Institute
- **2020**|Efficiency of testing and calibration laboratories ISO17025:2017 from Saudi Standards Metrology and quality org.

- **2020** | Executive Leadership program from Global office of Senior trainers Academy
- **2020** | PMP Course Certificate Project Champions Academy • **2020** | RMP Course Certificate from Project Champions Academy • **2019** | Medical insurance Course from Droob.
- **2019** | Property Insurance from Droob.
- **2019** | Insurance Representative Fundamental Insurance Principles from Droob.
- **2019** | Overview of Insurance Types from Droob.
- **2019** | Anti Money Laundering & Counter Terrorist Financing for the Insurance Sector from LEAD Academy.
- **2019** | ISMS Awareness Program from Walaa Cooperative Insurance CO.
- **2019** | How to start your e-business: Basics and concepts of e-commerce from Bank Albilad.
- **2019** | Financial Culture Workshop from SOCIAL DEVELOPMENT BANK.
- **2019** | Cyber Security from Droob.
- **2018** | Professional course and skills of human resources specialist.
- **2018** | Legal aspects of human resources management in the Saudi labor system.
- **2017** | IFCE Certificate of Insurance Fundamentals Certificate from SAMA.
- **2016** | Negotiation skills.
- **2016** | Digital Content Management.
- **2016** | Ethics of the Business courses.
- **2016** | Excellence Course in Customer Service.
- **2016** | Human Resource Management.
- **2016** | Leadership and Supervisory Skills.
- **2014** | Communication Skills Course.
- **2013** | Mechanisms to Deal with the Computer Course.

### **Volunteer:**

**2015** | Volunteer in Sand Charity Organization in Al Khobar.

**2015** | Volunteer in Saudi Charity Organization for Cancer Prevention.

### **Languages:**

Arabic | English (Advanced)