

# Mohammed Saeed Al- Basseit

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## SUMMARY

More than 12 years' experience, from 2012 to 2020, in Sales & Marketing, procurement & vendor management, and Customer Services. Seeking a challenging role to apply expertise in Sales & Marketing, strategic sourcing, vendor management, contract negotiation, and stakeholder and partnerships management. Committed to driving efficiency, optimizing supplier relationships, and identifying cost-saving opportunities for organizational success.

## EXPERIENCE

### ❖ Procurement Representative

Eraf Industrial Co. Ltd. [www.eraf.com](http://www.eraf.com)  
June 2022 - Present, Riyadh

- Sourcing, negotiating, and purchasing materials, products, and services needed by the organization.
- Identify and evaluate potential suppliers based on price, quality, and delivery capabilities.
- Request and review quotations, negotiate contracts, and finalize purchase agreements.
- Prepare and process purchase orders and ensure timely delivery of goods and services.
- Maintain accurate procurement records and documentation for audit and compliance purposes.
- Monitor supplier performance and resolve any supply chain issues.
- Collaborate with internal departments to understand purchasing needs and requirements.
- Stay updated on market trends, pricing, and new supplier options.
- Ensure compliance with company policies, industry regulations, and legal requirements.

### ❖ Sales & Marketing Representative

Regional Petroleum Products Co.  
July 2022 – June 2024, Riyadh

- Sales and marketing of all Bitumen products e.g. SBS LG, SBS KTR and Crumb Rubber.
- Develop and implement sales and marketing strategies to enhance the company's market position.
- Identify new business opportunities and expand the customer base.
- Build strong relationships with existing and potential customers to understand their needs and requirements.
- Prepare marketing and promotional offers to attract customers and increase sales.
- Negotiate with clients and close deals in accordance with company policies.
- Monitor market trends, analyze competitors, and provide regular reports to management.
- Work on improving customer experience and ensuring their satisfaction with products and services.
- Coordinate with internal teams to ensure timely fulfillment of customer needs.

### ❖ Sales & Marketing Representative

\*Methaq International Trading Co. (Jan. 2020 – June 2022, Riyadh)  
\*Raez Environmental System Co. (July. 2012 – May 2019, Riyadh)

- Responsible for promoting and selling medical furniture products to hospitals, clinics, healthcare facilities, and distributors.
- Identify and pursue new sales opportunities in the medical furniture industry.
- Develop and maintain relationships with hospitals, clinics, and healthcare providers.
- Present and demonstrate medical furniture products to potential clients.
- Negotiate contracts, pricing, and terms to close deals.
- Provide technical information and support to customers regarding product specifications and benefits.
- Conduct market research to identify customer needs and industry trends.
- Work closely with internal teams, including logistics and customer service, to ensure timely product delivery.
- Achieve and exceed sales targets and revenue goals.
- Prepare and submit sales reports, forecasts, and competitor analysis.

## EDUCATION

### Business Management

Bachelor's Degree (Aug. 2008 – April 2012)

Petra University -Amman - Jordan

## Personal Information

Nationality : Jordan

Mertal Status : Married

Date of Birth : 17<sup>th</sup> May 1989

## SKILLS

- Microsoft Office
- Experience in supply chain management
- Strong negotiation and communication skills
- Experience in procurement, purchasing
- Good experience in sales and marketing
- Relationship Building

## Language

- Arabic: Native
- English: Good