

# CURRICULUM VITAE

## Mohamed Azhar Khalid

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### Professional summary

Experienced procurement specialist with extensive knowledge of the procurement and supplies process, adept at negotiating with suppliers and managing high-value projects. Skilled in data analysis for strategic decision making, contract management, and logistics coordination. Proficient in Excel and knowledgeable about market trends and industry standards. Committed to maintaining health and safety regulations while excelling under work pressures. Career goal: To leverage expertise in procurement to drive organizational efficiency and cost savings.

Experienced sales professional with demonstrable experience in retail, wholesale and industrial sales. Builds outstanding client rapport for increased spending and repeat business. Uses in-depth knowledge of evolving market trends to continuously meet consumer needs.

### Work history summary

Imperial Trading for General Contracting: - **Business Development Executive**  
Al-Jubail-Saudi Arabia|Feb-2025 – Till Date

- Strong background in sourcing, negotiating, and managing suppliers across manpower, rental equipment, trading, and construction sectors.
- Adept at streamlining procurement processes, ensuring cost-effective purchasing, and maintaining strong vendor relationships to support project requirements.
- Skilled in contract management, supplier evaluation, and inventory control to optimize operational efficiency.
- Proven ability to handle multiple procurement activities while ensuring compliance with company policies and industry standards.

Sama Al Burj Trading Company: - **Business Development Executive**  
Khobar, Saudi Arabia |Aug-2023 – Feb-2025

- Receiving RFQ from End User, & following the purchasing till issuing the LPO plus making sure that the required materials are delivered to the requested site
- Following up on the payment
- Conduct comprehensive research to choose the best suppliers & obtain quotes
- Negotiating supply terms and prices
- Managing existing relationships with suppliers and following up on their performance
- Review invoices and ensure they match orders
- Support the responsible buyer in identifying the needs of the projects
- Follow up on the delivery of orders and ensure their quality
- Purchasing operations management
- Negotiating and establishing strong relationships with suppliers
- Monitored supply chain activities to validate quality of goods procured.
- Sourced and verified quotations from suppliers before initiating purchase processes.
- Selected, trained and performance-managed staff to build results-focused teams.

## Global Inc: - **Pre- Sales Executive**

Bangalore, India |2016 – 2023

- Planning of sales strategies, the positioning in contrast to the competitors, and the demonstration of the business
- Managed end-to-end tendering process, including bid preparation, submission, and evaluation
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Offering friendly, efficient customer service and handling challenging situations with ease.
- Maintained strong relationships with clients, suppliers, and government agencies.

## Skill Mine Technology Consulting Pvt Ltd: - **Associate Consultant,**

Bangalore, India |2015 – 2016

- Migrating of Windows XP Windows 8 in Client Operating System
- Migration of archive mails from. nsf to .pst through Dell Migrator Tool
- Application expertise in Microsoft office 2007, 2010 & 2013

## **Education summary**

### Bachelor of Commerce,

Bangalore University 2008 – 2011

K.L.E. Nijalingappa College.

### Cloud Computing Course

IIHT Technologies 2014 – 2015

Bangalore.

## **Skills**

- ✓ Computer Experience:
- ✓ Proficient in the use of Windows11, Microsoft365, Microsoft Office Tool Etc...
- ✓ Knowledgeable in use of digital cameras, scanners, color printers, and other peripherals.
- ✓ Knowledgeable in the use of the World Wide Web, email.
- ✓ Inspiring leader

## **Languages known**

English, Hindi, Urdu, Kannada, Tamil & Arabic.

## **Personal Details**

Date of Birth : 14 August 1990

Marital Status : Married

Nationality : Indian

Consistent with my background and deep interest in this profession, I am confident that I would be an Integral asset for any Industry.

Thanking you for your precious time and attention

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**Mohamed Azhar Khalid**