

PROFESSIONAL SUMMARY

Outstanding procurement and sales professional with +7 years' expertise in vendor management and inventory control. Skilled in data analysis, process improvement, and Committed to driving efficiency and achieving organizational goals.

SKILLS

Proficient in Microsoft Excel, Aconex, DocuSign, Adobe, SAP, and Unifier.

Strong networking, negotiation, and problem-solving abilities

Capable of working independently or collaboratively within a team

Managing tasks and problem-solving skills

Detail-oriented with strong organizational abilities and high

Effective in analysis and decision-making.

EXPERIENCE

Procurement Specialist

SIBS Co, NEOM, Saudi Arabia

Dec 2023 - Current

- Contract Monitoring: Tracked deliverables to ensure compliance with terms.
- Technical Review: Assessed specifications for materials and equipment.
- Record Keeping: Maintained accurate records of purchases, pricing, and delivery timelines.
- Vendor Management: Handled disputes while building positive relationships.
- Training: Onboarded new team members on procurement processes.
- Budget Collaboration: Worked with finance to prepare annual procurement budgets.
- Cost Savings: Identified savings opportunities through negotiations.
- Cross-Functional Coordination: Collaborated on project needs, budgets, and schedules.
- Purchase Orders: Prepared and approved orders by verifying specifications and negotiating prices.
- Issue Resolution: Addressed invoice discrepancies and delivery delays.
- Performance Evaluation: Assessed supplier performance using KPIs.
- Inventory Management: Managed inventory levels with warehouse teams.
- Supplier Relationships: Built long-term partnerships for product availability.

Sales Administrative Specialist

Al-Munif Pipes

Sep 2022 - Sep 2023

- Cost Savings: Conserved company funds with effective inventory management.
- Inventory Control: Conducted regular stock checks and communicated with suppliers.
- Order Fulfillment: Facilitated quick processing of priority orders.
- Customer Support: Addressed inquiries via phone, email, and in-person.
- Account Accuracy: Verified bills and payments for accuracy.
Sales Support: Assisted the sales team with administrative tasks.
- Logistics Coordination: Worked with the logistics team for timely deliveries.
- Market Research: Identified potential leads and business opportunities.
- Order Processing: Accurately entered orders into company systems.
- File Organization: Maintained organized file systems for easy access.

Junior Sales Administrator

APLCO, Tabuk, Saudi Arabia,

Jan 2017 - Mar 2021

- Sourced Products: Found the best prices and availability from vendors.
- Vendor Management: Monitored performance and approved payments.
- Sales Planning: Created accurate forecasts and performance reports.
- Data Tracking: Used Excel to organize account information.
Sales Presentations: Delivered clear presentations to clients and groups.
- Operations Management: Managed systems for data tracking, inventory, and expenses.
- Price Quoting: Estimated prices, credit terms, and delivery dates.
- Customer Satisfaction: Ensured smooth payment processing and delivery.
- Feedback: Provided insights to improve the sales process.

EDUCATION

Diploma In Plastic Fabrication Technology

High Institute for Plastic Fabrication

Riyadh, Jan 2018

TRAINING

- SP English Course - 2017
- ICDL - 2019
- Paper Products Training
- PVC Products Training
- HDPE Products Training
- GRP Products Training