

ASIM ALI KARAMAT



CONTACT

- 📍 Al Riyadh, Saudi Arabia 12724
- 📞 0545812117
- ✉️ asim.karamat1409@gmail.com

SUMMARY

With over a decade of professional experience, my current role as Procurement Manager at Najmah for International Marketing Company has honed my negotiation skills. Previously, as a Sales and Service Executive at Black Tire for Trading Est. and Sales and Service Executive at Abdul Hadi Al Qahtani & Sons, I developed a keen eye for detail and a strong commitment to driving business success. My core competencies lie in strategic purchasing and fostering robust supplier relationships, aligning with our mission to excel in international trade.

PERSONAL INFORMATION

- Date of Birth: 13/07/1989
- Place of Birth: Al-Khobar, KSA
- Nationality: Pakistani
- Marital Status: Married

LANGUAGES

Urdu: First Language

English:  C2
Proficient

Arabic:  B1
Intermediate

EXPERIENCE

Procurement Manager, 02/2022 - Current

Najmah for International Marketing Co. - Riyadh, Saudi Arabia

- Negotiated contracts with suppliers to establish quality, cost, and delivery requirements.
- Negotiated contracts with suppliers to secure cost-effective procurement solutions, achieving significant annual savings.
- Coordinated with internal departments to understand procurement needs and specifications, ensuring accurate fulfilment of requirements.
- Built strong relationships with suppliers to optimize performance and guarantee contract deliverables.
- Managed inventory levels through strategic procurement planning, avoiding stock-outs and excess inventory.
- Managed procurement projects, delivering on time, within budget, and supporting organizational objectives.

Sales and Service Executive, 04/2016 - 04/2021

Black Tire for Trading Est. - Dammam, Saudi Arabia

- Collaborated with team members to achieve target results.
- Engaged with customers to better understand needs and deliver excellent service.
- Built and maintained courteous and effective working relationships.
- Picked up additional tasks to aid team success.
- Tracked and managed customer receivables to maintain payment schedules.
- Deposited customer-received cash and cheques at the bank.

Sales and Service Executive, 06/2010 - 03/2016

Al Qahtani Group - Al Khobar, Saudi Arabia

- Built exceptional customer satisfaction by delivering friendly service.
- Managed and resolved customer complaints efficiently, providing satisfactory solutions to enhance customer experience.
- Followed up with customers to offer additional support and check resolution satisfaction.
- Tracked and managed customer receivables to maintain payment schedules.
- Deposited customer-received cash and cheques at the bank.

EDUCATION

CIPM: Certified International Procurement Manager, 2025

WingsWay Training Institute LLC - Riyadh

CIPP: Certified International Procurement Professional, 2025

WingsWay Training Institute LLC - Riyadh

Diploma: Supply Chain Management, 2024

Alison - Al Khobar

Diploma: Sales Management, 2021

Alison - Al Khobar

Higher Secondary School Certificate: Commerce, 2008

Pakistan International School - Al Khobar

Secondary School Certificate: Computer Science, 2006

Pakistan International School - Al Khobar