



Mohanad Ahmed Alhaj

Sales and Purchasing Representative

PROFESSIONAL PROFILE

A highly experienced Sales and Purchasing Representative with a strong background in managing sales, procurement, and building client relationships. Extensive knowledge of locations and markets in Mecca and Jeddah, enabling effective access to businesses and securing optimal deals. Committed to achieving financial efficiency and cost savings for the company.

EDUCATIONAL QUALIFICATIONS

- Diploma in Public Relations and Communication Sciences, Sudan University of Science and Technology, 2014.

EXPERIENCE

Sales and Ready-Mix Concrete & Block Supervisor

Riyadh, Saudi Arabia (2023 – Present)

- Supervised sales of ready-mix concrete and block products.
- Built strong customer relationships to meet sales targets.
- Coordinated with production and delivery teams to ensure service quality and customer satisfaction.

Sales and Purchasing Representative

Saraya Coffee Company for Beverages (September 2021 – October 2022)

- Negotiated with suppliers for the best prices and quality.
- Developed relationships with clients and suppliers to meet sales objectives.
- Followed up on orders to ensure timely delivery.

Sales and Purchasing Representative

Arabian Distributor Company for Financing (January 2017 – August 2020)

- Managed sales and purchasing processes to achieve company goals.
- Developed client and supplier relationships to expand business.
- Ensured customer satisfaction through excellent service delivery.

Sales and Purchasing Representative

Distinguished Directions Commercial Services (November 2015 – April 2021)

- Supervised sales and procurement operations.
- Negotiated with suppliers and clients to secure optimal deals.
- Monitored daily operations to ensure efficiency.

Sales and Purchasing Representative

Al Nile Herbs Company (May 2015 – October 2015)

- Oversaw daily sales and procurement operations.
- Built relationships with clients and suppliers to enhance business operations.
- Ensured adherence to product delivery schedules.

Contact

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- Address: Riyadh, Saudi Arabia

Personal Skills

- Nationality: Sudanese
- Date of Birth: March 7, 1986
- Marital Status: Married

Training Courses

- Training in Electronic Accounting, University of Khartoum.

Skills

Technical Skills:

- Electronic accounting (QuickBooks, Tally, Samak)
- financial reporting,
- Microsoft Office proficiency
- data entry, and computer management.

Personal Skills:

- Creative thinking
- strategic planning
- time management
- leadership
- team motivation
- effective communication
- problem-solving
- decision-making, and the ability to work under pressure.

Languages

- Arabic (Native)
- English (good)

Sales and Purchasing Representative

Sudanese Armored Corps (April 2014 – August 2015)

- Supervised sales and procurement to meet operational requirements.
- Monitored inventory and ensured availability of required materials.
- Prepared periodic reports on sales and purchasing performance.