



# MOHANAD AHMED ALHAJ

## Sales and Purchasing Representative

Phone: +966534033677 | Email: [m.alhaji5644@gmail.com](mailto:m.alhaji5644@gmail.com) | Address: Riyadh, KSA

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

## PROFESSIONAL SUMMARY:

Purchasing Representative with extensive experience in managing purchasing, procurement, and supplier negotiations within the Kingdom of Saudi Arabia. I possess strong knowledge of local markets in Mecca, Jeddah, and Riyadh. I excel in analyzing prices, selecting the most suitable suppliers, and ensuring the quality and timely availability of products. I have a high ability to build professional relationships and secure the best contractual terms that ensure financial efficiency and reduce operational costs. My residence permit is valid, and I hold a valid Saudi driving license, which allows me to follow up with suppliers and visit sites easily. I am seeking an opportunity within a professional organization where I can contribute to developing the purchasing system, improving supply chain efficiency, and helping the company achieve its goals with high performance and quality.

## EDUCATION:

- Diploma in Public Relations and Communication Sciences | Sudan University of Science and Technology – 2014
- Training in Electronic Accounting – University of Khartoum

## WORK EXPERIENCE:

### ❖ Sales and Ready-Mix Concrete & Block Supervisor | Riyadh, Saudi Arabia

#### Job Description:

2023 – Present

- Supervise ready-mix concrete and block sales to achieve company's defined sales targets efficiently.
- Follow up customer orders and ensure adherence to quality standards and delivery deadlines.
- Coordinate with production and delivery teams to ensure smooth operations and customer satisfaction.
- Work on improving overall team performance and continuously increasing operational sales efficiency.

### ❖ Sales and Purchasing Representative | Saraya Coffee Company for Beverages

#### Job Description:

2021 – 2022

- Negotiate with suppliers to obtain the best prices and ensure consistent product quality.
- Follow up purchasing and sales operations accurately to achieve company objectives and profitability.
- Build strong professional relations with clients and suppliers to ensure business stability and growth.
- Contribute to developing sales strategies and improving customer experience according to market trends.

### ❖ Sales and Purchasing Representative | Arabian Distributor Company for Financing

#### Job Description:

2017 – 2020

- Manage daily sales and purchasing operations to achieve company goals and maintain efficiency.
- Expand supplier and client networks to increase cooperation opportunities and achieve business growth.

## ❖ Sales and Purchasing Representative | Distinguished Directions Commercial Services

### Job Description:

2015 – 2021

- Supervise daily sales and purchasing operations and monitor the achievement of business objectives.
- Oversee logistics and operational flow to guarantee on-time order fulfillment and smooth delivery.
- Review financial documents and invoices to ensure compliance with accounting and audit standards.

## ❖ Sales and Purchasing Representative | Al Nile Herbs Company

### Job Description:

May 2015 – Oct 2015

- Ensure full commitment to agreed delivery schedules and achieve targeted customer satisfaction.
- Monitor inventory to prevent shortages and maintain continuous material availability when needed.

## ❖ Sales and Purchasing Representative | Sudanese Armored Corps

### Job Description:

2014 – 2015

- Manage sales and purchasing operations to meet operational requirements and ensure material.
- Prepare regular performance reports to support management and logistics decision-making processes.

---

## KEY ACHIEVEMENTS:

- Successfully achieved significant annual sales growth exceeding thirty percent year over year.
- Concluded major supply agreements with key suppliers, reducing annual operational expenses.
- Developed a procurement tracking system that improved supply speed and reduced daily errors.
- Built a trusted supplier database that enhanced supply chain stability and product quality.
- Increased customer satisfaction levels significantly through service quality improvement initiatives.
- Executed accurate purchasing operations that achieved notable cost savings and spending efficiency.

---

## PROFESSIONAL SKILLS:

- Highly skilled in supplier negotiation to secure optimal prices, terms, and quality performance.
- Strong ability to analyze markets and accurately identify organizational purchasing requirements.
- Excellent in building sustainable professional relationships with suppliers and clients for collaboration.
- Strategic thinker in planning procurement operations balancing quality, cost, and delivery timelines.
- Effective in problem-solving and decision-making during critical and fast-paced operational situations.
- Work efficiently under pressure while maintaining performance quality and task precision daily.

---

## COMPUTER SKILLS:

- Experienced in electronic accounting using QuickBooks, Tally, and Samak software with high proficiency.
- Skilled in preparing accurate financial reports, organizing data, and analyzing information effectively.
- Proficient in full Microsoft Office suite (Excel, Word, PowerPoint) to complete tasks efficiently.

---

## LANGUAGES:

- Arabic: (Mother tongue)
- English: Professional Proficiency (Speaking – Reading – Writing)