



Personal Information:

- **Full Name:** Mansour Mohamed Abdelaziz Salem
 - **Date of Birth:** 10/02/1991
 - **Nationality:** Egyptian
 - **Phone:** 0549000147
 - **Email:** mansourabulnaga@yahoo.com
 - **Location:** Saudi Arabia
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Career Objective: Dedicated and results-driven professional with extensive experience in sales supervision, HVAC project coordination, and cost control. Seeking a challenging position where I can leverage my skills in operations management, client relations, and budgeting to contribute to the success and growth of the organization.

Education:

- **Degree:** Bachelor of Law (LLB)
 - **University:** Zagazig University, Egypt
 - **Year of Graduation:** 2014
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Professional Experience:

Assistant Cost Controller

East Delta Saudi Co. Ltd – Saudi Arabia
2021 – Present (Jeddah)

- Monitor and control budget allocations for mechanical works (HVAC, plumbing, firefighting).
- Create, update, and manage materials on SAP system.
- Prepare material reservation numbers (PR) and purchase orders (PO).
- Communicate effectively with site teams and departments via email.
- Fully familiar with materials related to mechanical works.

Sales Representative

Biooti – HVAC and Duct Manufacturing, Saudi Arabia
2020 – 2021 (Qassim & Riyadh)

- Secured projects for supply and installation of HVAC systems and ducts.
- Ensured highest customer satisfaction and project follow-up on-site.
- Maintained strong client relationships to ensure repeat business.

Showroom Supervisor

Al-Abdullatif for Perfumes and Cosmetics, Saudi Arabia

2016 – 2020 (Jeddah, Bisha, Tabuk)

- Supervised showroom staff, inventory, and overall operations.
 - Achieved sales targets through team motivation and excellent customer service.
 - Maintained product availability by coordinating with warehouses and suppliers.
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Languages:

- Arabic: Native
 - English: Good
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Technical Skills:

- Microsoft Excel (Advanced)
 - SAP (Materials & Procurement Modules)
 - DANOS System
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