

Saud Almayouf

Project Coordinator

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SUMMARY

Dynamic and results-driven Project Coordinator with 4+ years of experience in construction coordination, procurement, vendor management, and real estate marketing. Skilled in workforce oversight, supplier accounting, property marketing, and client relationship management, with a proven ability to deliver projects on time and ensure compliance with quality and safety standards. Seeking to leverage my project coordination expertise, marketing knowledge, and analytical skills to contribute to organizational growth and success.

EXPERIENCE

Project Coordinator

Al Rowad Modern Building Systems Company, Riyadh, Saudi Arabia

Apr 2023 –Present

- **Workforce Oversight:** Monitored attendance and productivity of labor teams to ensure discipline and operational efficiency.
- **Procurement Management:** Handled purchasing activities, sourced materials, and coordinated with suppliers to secure timely deliveries.
- **Supplier Accounting:** Reviewed invoices, reconciled accounts, and processed accurate and on-time payments to vendors.
- **Project Monitoring:** Tracked ongoing project activities, identified potential delays, and coordinated solutions to keep work on schedule.
- **Project Closure:** Ensured all project tasks were completed, verified quality standards, and supported the formal closing of projects.
- **Documentation & Reporting:** Maintained project records, expense reports, and supplier contracts; prepared regular progress updates for management.
- **Team Coordination:** Collaborated with engineers, site supervisors, and contractors to resolve issues and maintain workflow continuity.
- **Compliance & Safety:** Ensured adherence to company policies, quality standards, and health and safety regulations at project sites.

Marketing Specialist

Faisal Al-Suwaid Real Estate Est, Riyadh, Saudi Arabia

Sep 2022 –Apr 2023

- **Property Marketing:** Promoted residential and commercial properties for sale and purchase through online and offline channels.
- **Client Engagement:** Assisted buyers in finding suitable properties and supported sellers in reaching qualified clients.
- **Brokerage Services:** Acted as a link between property owners and clients, facilitating negotiations and closing deals.
- **Market Research:** Researched property availability, market prices, and trends to match buyers with sellers effectively.
- **Lead Generation:** Developed strategies to attract new buyers and sellers through networking and targeted outreach.
- **Transaction Support:** Coordinated property viewings, prepared required documentation, and ensured smooth deal completion.

Real Estate Marketer

Al-Amir Real Estate Office, Riyadh, Saudi Arabia

Sep 2021 – Sep 2022

- **Client Needs Analysis:** Met with clients to understand their requirements for apartments, villas, or land in specific locations.
- **Property Sourcing:** Researched and identified suitable properties for clients seeking to buy, sell, or rent.

- **Brokerage Services:** Acted as an intermediary between property owners and clients, facilitating negotiations and agreements.
- **Property Marketing:** Supported property owners in promoting apartments, villas, and land for sale or lease through effective marketing channels.
- **Market Matching:** Matched buyers with sellers and tenants with landlords to ensure smooth and beneficial transactions.
- **Client Advisory:** Advised clients on property options, pricing considerations, and market opportunities to support decision-making.
- **Transaction Coordination:** Arranged property viewings, documented client inquiries, and assisted in preparing agreements to finalize deals.
- **Relationship Management:** Built and maintained strong relationships with clients by providing reliable advisory and after-service support.

Project Coordinator

Abdulkareem General Contracting Establishment, Riyadh, Saudi Arabia

Sep 2019 – Sep 2021

- **Workforce Management:** Monitored daily attendance and working hours of labor teams to ensure discipline, accountability, and productivity.
- **Procurement Operations:** Oversaw purchasing activities including sourcing materials, issuing purchase orders, and coordinating timely delivery to project sites.
- **Supplier Accounting:** Managed supplier accounts by reviewing invoices, reconciling statements, and processing accurate, timely payments.
- **Project Closure:** Tracked project progress, followed up on pending tasks, and ensured proper closure of projects according to schedule and quality standards.
- **Documentation & Compliance:** Maintained accurate records of expenses, supplier contracts, and project documentation to support reporting and audits.
- **Team Coordination:** Worked closely with site supervisors and workforce teams to address operational challenges and maintain workflow efficiency.
- **Reporting:** Supported management with project status updates, highlighting potential delays, resource shortages, and corrective actions.

EDUCATION

Bachelor's Degree in Operations Research

May 2025

King Saud University, Saudi Arabia

SKILLS

Hard Skills: Project Coordination, Procurement, Vendor Management, Real Estate Marketing, Property Management, Digital Marketing, Market Research, Contract Management, Client Relationship Management (CRM), Compliance Reporting.

Soft Skills: Communication, Negotiation, Problem Solving, Time Management, Teamwork, Adaptability, Attention to Detail, Customer Service, Multitasking, Decision Making.

LICENSES & CERTIFICATIONS

Project management Professional – 30 Hours

Sep 2024

LANGUAGE

- **Arabic**
- **English**