

# Mohammed Al-Mansour

Commercial Specialist and Translator with expertise in contract administration, contract management, billing, collections, and documentation control. Proven record in recovering overdue accounts, ensuring contract compliance, and delivering large-scale translation projects with accuracy and efficiency. Strong analytical, organizational, and editorial skills supporting commercial and executive management.

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## EXPERIENCE

### Commercial Specialist (Administration) — Hulul (GASCO subsidiary) | Feb 2024 - Present

- Cleared 100% of overdue BOT site accounts receivable, earning 'Employee of the Month' recognition from the CEO.
- Directed collection efforts of SAR 5M+ in outstanding receivables, improving cash flow and supporting commercial targets.
- Identified and resolved significant billing discrepancies with a key client, recovering 9 months of overdue invoices.
- Successfully negotiated with closed accounts, recovering 87% of overdue balances and reducing outstanding receivables.
- Supervised and mentored a junior team member, providing guidance, task oversight, and performance support.
- Contributed to BOT incentive policies development, improving alignment with sales targets.
- Managed gas filling contract documentation, enabling business operations and increasing monthly cash flow.
- Oversaw 600+ pages of technical and official documentation within 2 weeks, maintaining quality and compliance standards.
- Refined upper management reports and correspondence, enhancing clarity, precision, and professionalism.
- Managed sales orders, commercial reports, reimbursements, and payment requests to streamline operations.

### Translator — Independent | Jan 2018 - Present

- Led Arabic translation and subtitling of 86 films: 67 SRT translations and 19 hard-coded subtitles.
- Executed 8 translation projects across varied domains, earning recognition from professional translators.

## EDUCATIONAL BACKGROUND

**Arab Open University**, B.A. in English Language and Literature — Riyadh, Saudi Arabia — GPA: 3.37/4 | 2020 - 2023.

- Graduated with upper second-class honours and 3 accredited certificates.

## PROFESSIONAL DEVELOPMENT

### E-Learning

- McKinsey Forward Program — McKinsey & Company | 2024.
- Meta Marketing Analytics Professional Certificate — Meta | 2024.
- Meta Data Analyst Professional Certificate — Meta | 2024.

### Trainings

**Digital Marketing Training** — Brainspace: Digital Solutions Agency | 2023.

- Handled creation of engaging English social media content to enhance audience reach and clarity.
- Developed FAQ sheets to improve user understanding and reduce repetitive inquiries.
- Collaborated on plain-language content to improve clarity and engagement.

## LANGUAGES

- Arabic — Native
- English — C2 (Fluent)
- French — A2 (Intermediate)
- German — A1 (Basic)
- Mandarin Chinese — A1 (Basic)

## SKILLS

- Contract Management
- Account Management
- Accounts Receivable Management
- Negotiation Skills
- Documentation Management
- Correspondence Management
- SAP S/4HANA
- SAP C4C
- Microsoft Excel, Word, & PowerPoint
- Arabic-English Translation & Subtitling
- Near-native English Proficiency (C2)
- Writing & Editing
- Cross-functional Collaboration