

ARSHAD K

MBA – Marketing & HR

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Professional Summary

Procurement and Sales Coordinator with **three and half years of experience in the Saudi Arabia**, skilled in **RFQ handling, vendor sourcing, and quotation submission, logistic follow-up, AVL updating, material sourcing and cost optimization**. Proven ability to reduce operational costs through effective vendor management, Experience in Odoo ERP, SAP Ariba. Experienced in coordinating with major clients across Saudi Arabia's oil & gas, petrochemical, and industrial sectors. Strong record of supporting business growth, meeting monthly target and improving procurement efficiency.

Professional Work Experience

Procurement and Sales Specialist

2022-2025

Simple Solutions Company for industry, Dammam, Saudi Arabia

- Handled RFQs and coordinated sourcing of industrial materials from local and international suppliers.
- Prepare quotations, tenders and commercial proposal through Odoo ERP and SAP Ariba, ensuring compliance with client requirements.
- Maintain purchase order (PO), delivery follow-up, shipment tracking, coordinating logistics, customs clearance, and payments.
- Manage supplier database, Approved Vender List, (AVL), certificate and technical documentation.
- Managed and supported the submission of compliance and technical documentation (COC, MTC, datasheets and drawings).
- Prepared and analyzed detailed Excel reports for effective cost control, evaluation of supplier performance, and tracking of order progress.
- Coordinated delivery follow-ups and ensured clients received timely updates on order status and expected lead times.
- Supporting tender participation through preparation, coordination, and review of technical and commercial documentation.
- Regularly exceeded monthly sales targets, supporting business growth while maintaining strong client relationships and satisfaction.

Professional Skills

- RFQs handling and Quotation submission
- ERP Systems Management (SAP Ariba, Odoo ERP)
- Cost Optimization and Negotiation
- Vendor Relationship
- Market & Price Research
- Supply chain and material planning
- Monthly Target Achieve
- Contract & Vendor Management
- Tender preparation and submission through SAP Ariba
- Supplier coordination

Technical Skills

SAP Ariba - Odoo ERP System - Outlook and Gmail – MS Excel and Word

Education

Master of Business Administration (MBA) – Marketing and HR - Bangalore City University, India — 2021

Bachelor of Business Administration (BBA) - Finance - Calicut University, India — 2019

Personal Details

- **Date of Birth:** 21 June 1998
- **Nationality:** Indian (Kerala)
- **Marital Status:** Single
- **Language:** English, Malayalam and Hindi
- **Driving License:** Saudi Arabia / India

