

CAREER OBJECTIVE

I have five years of experience in Sales and Purchasing Management, successfully leading a team and managing operations. My expertise includes planning and organizing sales and purchasing processes, ensuring smooth execution, and achieving organizational goals. I have strong negotiation skills, a solid understanding of B2B dynamics, and the ability to build strategic relationships with suppliers and clients. I look forward to leveraging and enhancing my skills in a suitable role.

EXPERIENCE

Sales Manager **Oct 2021 to Present**
Equipment Corner Company Industrial (ECCI) **Riyadh**

Key Responsibilities:

- Identify key projects and preparation of presentation and proposals to obtain new orders including proper review of customer specifications and commercial requirements.
- Achieve sales turnover and profitability in line with company objectives.
- Staying up to date on service capabilities for enhancing sales.
- Interact with the operations and logistics department to ensure that the customer needs are met.
- Assisting the finance department in collecting unpaid debts.
- Expand Customer base and understanding customer needs and proving solutions accordingly.
- Coordinating and resolving customer service issues in a manner that retains the customer and provides opportunity for future projects.

Key Projects:

Experienced since Aug 2020 in the realm sales of Aircraft Ground Support Equipment (GSE) provision and maintenance, my expertise extends to serving motorized and non-motorized equipment across a diverse range of aircraft models such as Airbus, Boeing, F-15, and C-130 etc..

Sales & Procurement Specialist **Aug 2020 to 2021**
Equipment Corner Company Industrial (ECCI) **Riyadh**

Sales Key Responsibilities:

- Reaching out to potential leads through a variety of channels, such as email, phone, and text.
- Executing and supporting the company’s customer service standards assist with the development of sales presentations and proposals.
- Managing clients database orders and feedback.

Procurement Key Responsibilities:

- Identify potential suppliers and maintain relationships with current ones. Evaluate and choose suppliers based on various factors, including cost, quality, reliability, and compliance.
- Skillfully negotiate terms and conditions with suppliers, encompassing price, payment terms, and delivery schedules, to secure favorable agreements.
- Create, oversee, and manage purchase orders, ensuring they are accurate and complete. Monitor and track purchase orders throughout the procurement process.

- Conduct cost analyses and comparisons to determine the most cost-efficient suppliers and products while upholding quality standards.
- Ensure that all procurement activities conform to company policies and relevant laws and regulations, including ethical sourcing and sustainability considerations

Academic Supervisor-English
Centennial Higher Training Institute (CWIT)

Nov 2018 to 2019
Riyadh

Key Responsibilities:

- Setting goals for performance and deadlines in way that comply with the company's vision.
- Organizing workflow, monitoring employees' productivity and prepare performance reports.
- Formulating monthly plans for the sales department and establishing strategic sales objectives.

English Teacher
Al-Jazeera Education and Training
&Centennial Higher Training Institute (CWIT)

May 2018 to Nov 2018
Riyadh

EDUCATION

Bachelor of Languages & Translation-English
 Princess Nourah bint Abdul Rahman University

May 2018
 GPA: 4.07/5

Training and Certification

Medical Report Translator
 National Guard Hospitals

Jan 2018

Data Analysis Skills in Microsoft Excel
 Technical and Vocational Training Corporation

Nov 2024

Certified International Procurement Professional (CIPP)
 IPSCMI (International Purchasing and Supply Chain Management Institute)

Apr 2025

Certified International Procurement Manager (CIPM)
 IPSCMI (International Purchasing and Supply Chain Management Institute)

Apr 2025

SKILLS

- Projects management.
- Strategic planning.
- Analytics and critical th
- Team management & training.
- Communication and relationship building.
- Strong persuasive, negotiating skills.
- Time and priority management.

LANGUAGES

English, Proficiency.

REFERENCE

Available upon request.