

MOHAMMED ALMOBAYDH

📍 Riyadh , Saudi
☎ 0544930203
✉ moud_9119@hotmail.com



PROFESSIONAL SUMMARY

Highly effective performer showcasing talents in sales analysis, price negotiations and competitive shopping. Seek opportunity to be next with growing chain.
Passionate talented in procuring goods and driving business success. Sharp individual well-versed in using exemplary research skills to determine up and coming style trends. Looking to use smart mind and procurement experiences to tackle new challenges with organisation.

SKILLS

- Excel proficiency
- Persuasive negotiator
- Contracts development
- POS software expertise
- Exemplary verbal and written communicator
- Stakeholder management
- Goods procurement
- Competitive shopping
- Competitor analysis
- Supply chain assistance
- Strategic planning
- Time management
- Communication skills
- Public relations
- High-value project management

WORK HISTORY

- 02/2014 - 09/2021** **Purchasing Assistant**
JAS International Cont. Co. - Dammam
- Provided procurement support, advice and guidance to services, enabling effective tendering processes.
- 09/2000 - 08/2013** **Administrative Officer**
Saad Trading Contracting and Financial Services Co - Khober
- Administered CRM and company databases, handling troubleshooting, maintenance, updates and reports generation.
 - Communicated corporate objectives through regular correspondence, scheduling timely follow-up communications.
 - Set office policies and procedures to keep team members coordinated.

EDUCATION

06/2004 **Commercial : Business office**
Commercial Secondary Institutes Diploma Examination

ACCOMPLISHMENTS

- Documented and resolved [Issue], contributing to [Result].
International Language Schools of Canada has successfully completed 40 Week(s) of English language study