

MOHAMMED MANSOUR BIN HUSSAIN

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EDUCATION

2016 – 2019 Jubail Industrial College,
Associate Degree of Science in: Office Management,
with GPA of (3,12) out of (4).

EXPERIENCE

- 2020 – present ➤ **SALES ASSISTANT:**
(Sales & Marketing Dep), *INMA STEEL FABRICATOS Co.*
- In short, this is my job, not all I do:
- I receive the RFQs and review them.
 - I communicate with clients and inform them of the status of their requests.
 - Arranging and reviewing the Commercial offer & Technical Offer and then sending it to the client.
 - I am following the situation until I receive the Purchase Order.
 - After that, I take the necessary procedure to Work Order.
- 2019 - 2019 ➤ **ADMINISTRATIVE OFFICER:**
(Contracts & Purchasing Management) , *Royal Commission in Jubail*
- Cooperative Training,
 - I did a lot of work and I got an award from the CEO as the best Trainee.

CERTIFICATES

- ✓ Certificate from the CEO of the Royal Commission in Jubail as the Best Distinguished Trainee.
- ✓ Creativity Award from the Royal Commission in Jubail.
- ✓ Microsoft Office Specialist Certificate.
- ✓ Experience Certificate from the Gulf International Bank for completing Aramco IPO.
- ✓ Business Development Course Certificate.
- ✓ Certificate of distinguished Attendance from the agent of Jubail Industrial College.
- ✓ Workshop Certificate about 'Work Ethics & Introduction in Labor Law'.