



Mohammed Abdul Samad Abid

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Iqama status: Transferable

Professional Profile

A performance-driven **Project Support Coordinator** with more than 15 years of successful working experience of Purchasing and Sales Order Management Module in ERP Oracle systems to bring efficiency and achieve corporate goals with a top-class company in Khobar.

Career Synopsis

A career of more than 15 years of experience has provided me a well develop, professional working knowledge of the office environment with a record of reliability and progressive advancement in ERP system. Such experience has carried a high degree of responsibility and authority and has served to cultivate strong communicative and organizational skills which have been effectively applied ensuring integrity and achievement of departmental objectives.

KEY SKILLS

- Sales Order Management
- Purchase Order Management
- Excellent IT Skills
- Time Management
- Communication & Interpersonal skills
- Business Process Improvement

EDUCATION

**Bachelor of Commerce –
(Osmania University –
Hyderabad, India)**

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

Oracle & Project Support Coordinator
Rawabi Oil and Gas Company – Khobar
February 2014 – Present

Role | ERP Sales Order Management and Purchasing Module functions and SAP Ariba Portal for Saudi Aramco.

- Preparing Purchase Agreements in Oracle system.
- Managing smooth flow and desired output in ERP system from making item creation, price list, invoices, project, and customer creation, running monthly inventory reports for management submission.
- Creating supplier in ERP system, preparing sales quotations, and submitting proposals to Saudi Aramco portal through SAP Ariba.
- Establishing and updating Database for client's RFQ's and Proposals on monthly basis and submit monthly basis to the management.



- Successfully migrated the company data from Oracle EBS to Oracle Fusion in year 2021.
- Trained fresh ERP users regularly which improved team efficiency.

ADDITIONAL SKILLS

- Leadership
- Team Management
- Communication & Interpersonal skills,
- Active Listening

Certificates

- ISO-9001 Awareness Training (Year 2000 Version)
- Internal Quality Auditing ISO 9001:2000

Personal Information

Nationality: Indian

Marital status: Married

Iqama status: Transferable

Driving license: Holding a valid Saudi Driving License

Technical Training

Developed good understanding of Software Products and applications through in-house trainings.

Business Coordinator

(Software Products Division of Al-Falak Electronics and Supplies Co. Khobar)

August 1996 – October 2013

Role | Acted as a **key member** of business team to serve clients to achieve Corporate and Departmental Goals.

- Successfully set-up new products launch through Tele-Marketing.
- Manage the Software Product Ordering and Distribution process with key foreign suppliers including Axway, Beta, IBM, Serena, & Vanguard.
- Preparing quotations, monthly invoices for clients on Oracle/JDE System and follow up client's payments and liaison with Finance Department for RV's and monthly collection report for the CEO.
- Performed w/house audit annually to ensure compliance to policy & procedures, and recommended ways to improve store standards and reduce shortage issues.
- Achieved departmental objectives by creating and maintaining suppliers and clients Database, Agents and Distributors "handbooks".
- Participated regularly in training and workshops of employee development and performance improvement.
- Managed and played instrumental role in significant enhancement of every operation of the firm (Sales, Inventory, Supply Chain, Procurement, Logistics, Administration) etc.