

Hashem AlGafly

Objective

Recent college graduate seeking an opportunity to work within an organization where I can utilize my skills, experience, and knowledge, as Procurement and management.

Experience

Area Sales & Marketing Manager - 01/2020 to 04/2021

Al Howail Group, Eastern Province

- Coordinate sales and marketing efforts to boost brand awareness
- Sustain current clients and further invite new clientele on board
- Field visits to manufacturers and find ways to save on costs
- Set targets for field salesmen and follow up on a weekly basis
- Communicated effectively with key partners, on product promotions and acting as a main point of contact on all Marketing campaigns.

Procurement & Supplier Relations - 02/2018 to 06/2020

Sulzer Ltd. Portland, Oregon

- Cultivating strong relationships with new clients, while maintaining existing client relationships
- Purchased goods or services that meet the quantity and quality expectations of the organization
- Evaluated and negotiated contracts with vendors
- Reviewed and validated projects, analyzing all assigned purchase requisitions
- Review bids from Tenders and Requests for Proposals (RFPs) with end user departments, conduct analysis and make initial recommendations for appropriate spend level as applicable

Administrative Assistant - 02/2018 to 06/2020

Global Diversity & Inclusion (PSU) Portland, Oregon

- Worked under the President's Office at Portland State University to lead and facilitate the continuous quest for Inclusive Excellence by preparing workshops, making resources available for students, serving on many committees, and working with departments around PSU for a mutual goal
- Administered spending and attended regular accounting functions. prepared tabular materials, charts and statistical data

Contact

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Highlights

- Experienced in work related to procurement and cost savings
- Interested in manufacturing process and improvement
- Proficient in Microsoft suite
- Proficient in SAP
- Fast learner and work well under pressure

Education

Portland State University 2021

Majoring in Applied Economics & Minor in BA: Supply Chain & Logistics Management.

- **Relevant Coursework** – Public Speaking, Organizational Behavior, Communication in Groups, Manufacturing Process, and many quantitative courses
- **Honors & Awards:** Dean's List during my first year in college, Recognized in the Economics department