

MOHAMMED ABDULLAH AL-BAHRANI

SALES COORDINATOR

Dammam, Saudi Arabia

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OBJECTIVE

To become an active member of staff in a growing organization where my knowledge and skills can be put into practice to the maximum for the betterment of the institution thus improve my career credibility.

SKILLS

Problem Solving.

Interpersonal skills.

Good communication, negotiate, network skills and Knowledge of Policy & Procedure.

Collaborate with sales team (teamwork).

Help others create meaning.

Computer skills.

Technical skills.

Marketing Principles.

Time Management.

Microsoft Office Program Word, Excel, Access and PowerPoint.

LANGUAGES

Arabic

English

PERSONAL

Nationality: Saudi

Date Of Birth: 3/6/1988

Place Of Birth: RAS TANURA

EDUCATION

(SEP 2011)

DIPLOMA IN MARKETING

INSTITUTE OF PUBLIC ADMINISTRATION

DAMMAM, SAUDI ARABIA

EXPERIENCE

(SEP2014 – TILL NOW)

Sales Coordinator In Sales Department

SAUDI FILTERS INDUSTRY CO.

- Issuing the invoices.
- Contact the clients to achieve Customers Satisfaction.
- Preparation of quotes, Sales Orders, Stock Transfer requests, Purchase requests, Requests for Approval (RFA) and other relevant documents to support the business.
- Verifying client purchase order terms against quote submitted, obtain approvals from sales manager and processing customer POs on time.
- Answering client queries on order status via email or calls.
- Fair knowledge about procurement cycle.
- Working and timely follow-ups with staff members from other departments such as procurement (expedite orders delivery), finance (customer creation, credit applications, cash purchases etc.) and sales team (to optimize sales & revenue recognition by attending revenue calls).
- Participation in the preparation of the annual plan for production.
- Prepare a daily report and monthly sales.

PERSONAL & HOBBIES

Hobbies: always active, Reading, making friends and social charitable work.

Work with application programs.

REFERENCES

Abdul Raouf Hassan

(+966) 506865095

- Prepare monthly revenue forecasts and attend revenue meetings on behalf of the sales team.
- Issuance of certificate of origin.
- Follow-up customs in shipments related.

(July 2012 – AUG 2014)

MTC Expediter in Q/A & Q/C Department AL Othman Industrial Marketing Co.

- Inspection of Incoming Materials (New Shipments).
- Inspection of Outgoing Materials.
- Coordination for Third Party Inspection.
- Preparation, Follow up & Coordination for Aramco Inspection (Direct Orders).
- ITP Preparation (Inspection Test Plan).
- IRB Preparation (Inspection Record Book).
- COC Preparation (Certificate of Conformance).
- IRC Preparation (Inspection Release Certificate).
- Using Calibrated Measurements Instruments (Digital Caliper – Measurement Tape – Screw Pitch Gauges).
- Updating Inspection Log Sheet.
- Issuing MTC (Material Test Certificate).
- Supporting the Internal Auditor (P-D-C-A).
- MRM Preparation (Management Review Meeting).
- Implementation Armco Standards and Specifications.

(FEB 2012 – JUN 2012)

Sales Expediter In Sales Department

AL Othman Industrial Marketing Co

- Following up between Salesmen and Warehouse till receive the materials by the client.
- Issuing the invoices.
- Issuing the Picking List to Warehouse to prepare the materials.
- Contact the clients to achieve Customers Satisfaction.

Training in Al-Tuwairqi Group for 3 Months In The Sales Department

TRAINING

- English writing course by using the computer from 15/6/1430H to 25/7/
- Content of understand customer needs.
- Conversation English skills.