



Ahmed Nasser Alhassan

Eastern Province
Al-Khobar City
The Kingdom of Saudi Arabia

E-mail: ahmed.alhassan32@gmail.com
Phone: +966505965538

WORK EXPERIENCE

Self-Employed

01/2017 — Present

Vendor Registration & Pre-Qualification Specialist (B2B)
Al-Khobar City
The Kingdom of Saudi Arabia

Pan Gulf Industrial Systems Co (Fire & Safety)

04/2015 — 10/2016

Business Development Representative (B2B)
Al-Khobar City
The Kingdom of Saudi Arabia

Hala Supply Chain Services Co (Logistics)

08/2014 — 04/2015

Marketing Coordinator (B2B)
Al-Khobar City
The Kingdom of Saudi Arabia

Future Ceramic Co (Manufacturing)

09/2013 — 03/2014

Export Sales Representative (B2B)
Dammam 2nd Industrial City
The Kingdom of Saudi Arabia

Arabian Power Electronics Co (Engineering)

09/2012 — 01/2013

Marketing Executive (B2B)
Al-Khobar City
The Kingdom of Saudi Arabia

Nesma & Partners Contracting Co (Construction)

11/2009 — 07/2012

Marketing Coordinator (B2B)
Al-Khobar City
The Kingdom of Saudi Arabia

Nesma Trading Co (Support Services)

02/2009 — 11/2009

Personnel & Admin Coordinator
Al-Khobar City
The Kingdom of Saudi Arabia

Ibrahim Shaker Co (Retail)**03/2007 — 08/2008**

Customer Service Agent
 Al-Khobar City
 The Kingdom of Saudi Arabia

McDonald's (Catering)**11/2006 — 03/2007**

Service Crew
 Al-Khobar City
 The Kingdom of Saudi Arabia

EDUCATION**Diploma of Office Management & Administration****2002 — 2004**

College of Technology
 Hofuf
 The Kingdom of Saudi Arabia

TRAINING

- 1.English Language
 Prince Mohammed bin Fahad Program for Qualifying & Employing Saudi Youths
- 2.English Level 1 (2009)
 Nesma Trading Co
- 3.Organizational Behavior (2009)
 Millennium Solutions Training Center
- 4.Advanced English Grammar (2010)
 Nesma & Partners Contracting Co
- 5.Communicate effectively with customers (2020)
 Human Resources Development Fund
- 6.E-Marketing with lowest cost (2020)
 MONSHA'AT
- 7.Customer Service:Professional Interaction (2020)
 Human Resources Development Fund
- 8.Customer Service & Branding (2020)
 Human Resources Development Fund
- 9.Customer Service for Employees of Sales Offices (2020)
 Saudi Telecom Co (STC)
- 10.E-Commerce:Supply Chain (2020)
 MONSHA'AT
- 11.Leadership Essentials (2020)
 Human Resources Development Fund
- 12.Marketing Through Social Media Channels (2020)
 Human Resources Development Fund
- 13.Vertical & Cross Selling Skills (2020)
 Saudi Telecom Co (STC)
- 14.Executive Planning (2020)
 Institute of Public Administration

SPECIALTIES

1. Vendor Registration
2. Prepare Pre-Qualification Documents
3. Management of Supplier Portal
4. Exhibition & Seminar Coordination
5. Participating in Bidding & Tendering

COMPETENCIES

1. Market Research
2. Identifying Potential Clients
3. Generating leads (RFP/RFQ)
4. Business Communication
5. Reporting

**SPOKEN
LANGUAGES**

1. Arabic
2. English

**AREAS OF
INTEREST**

Sales & Marketing; Business Development; Customer Service;
Logistics; Purchasing; Admin & HR

IT SKILLS

Word; Access; Excel; PowerPoint; Outlook; ERP; Microsoft Dynamic 2009; SAP