

# MOHAMMAD NABEEL CHAUDHARY

## CONTACT



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## SKILLS

- Lifecycle purchasing management
- Purchasing and replenishment
- Supply sourcing and purchasing
- Purchasing coordination
- Managing Sale & purchasing activities
- Purchasing cost optimization
- Inventory purchasing
- Purchasing decision-making
- Purchasing and planning
- Purchasing report updating

## LANGUAGES

URDU: First Language

English:

B2

Upper Intermediate

Expert Purchasing Expeditor & Sales bringing 15 years of expertise in [\[Industry\]](#). Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service. Motivated Purchasing Expeditor & Sales with 15 years of progressive experience. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget.

## EXPERIENCE

August 2012 to June 2018

**Purchasing Expeditor & Sales Manager REDA HAZARD CONTROLS**, AL KHOBAR, SAUDI ARABIA

- Guided teams in product merchandising and inventory management.
- Customised customer experiences to build brand loyalty.
- Improved client consultations and determined needs through team management.
- Helped teams with assignments and deliverables.
- Spearheaded special projects supporting profitable business direction.
- Worked with team members to deliver effective customer service strategies.
- Delivered exceptional service to each customer by listening to concerns and answering questions.
- Maintained and built positive client relationships.

June 2006 to July 2012

**Sales Manager PAN GULF INDUSTRIAL SYSTEMS ( GISCO)**, AL KHOBAR, SAUDI ARABIA

- Having a great experience to sales all kind of Fire Protection products & having very good relation with all international manufacturers & distribution houses. we deal with MUELLER - TYCO - VIKING - CLA VAL - RELIABLE - AGF - UNITED BRASS - HD - WEFLO - NIBCO - HD - GIACOMINI & ALL KIND OF PRODUCTS in fire protection.
- I am working 7 years in this company as Sales/Purchase/Admin Manager. In 7 years I increase the sale, (from 4m to 28m) handling purchase dept. deal/introduce new suppliers, & Handling administration for all my sales team & working with my sales team to increase the sale & win the sales leads) I am working as my own working as until you did not put your efforts you can not get the results. & success comes to those who are too busy to looking for it. I work almost all contractors/suppliers in the kingdom & having good relationship with them. I know them as a buyer & seller. I am handling all my staff including my sales staff, office staff, &

warehouse staff. I am handling there admin needs. I have very good relationship with all my international suppliers, & very good experience expediting for purchasing.

- Monitored sales team performance and provided effective training to help reach targets.
- Liaised with customers to determine needs and provide recommendations.
- Increased profitability by developing pipelines utilizing multiple marketing channels and sales strategies.
- Collected customer and market feedback and reported information to company leadership.
- Created strategic sales plans, designed to increase sales, customer loyalty and market awareness.
- Saved costs by effectively negotiating vendor prices, terms of sales and service agreements.

April 2000 to June 2006

**Branch Incharge *INARA Lighting Company***, Dammam, Saudi Arabia

- I work as a Branch Incharge in Inara Co.Ltd in Dammam. My job responsibility was to handling as below:
- Admin Jobs
- Sales Coordination
- Bank Responsibilities
- Aramco & Sceco Meetings
- Purchasing for branch
- Follow-up for sales orders
- Follow-up for the IPO & LPOs Making Submittals
- Follow-up the deliveries
- Follow-up the payments from clients & much more.
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- Delivered exceptional service to each customer by listening to concerns and answering questions.
- Maintained and built positive client relationships.
- Implemented new team onboarding program to reducing training time.

March 1995 to December 1996

**Graphic Designer *GCC Printing Press***, Dubai, UAE - United Arab Emirates

- Designed print materials such as brochures, banners, and signs.
- Collaborated closely with clients to develop mockups and collect information for adjustments.
- Created innovative design packages as part of on-brand marketing materials.
- Used Adobe InDesign to create images and layouts according to brief.
- Generated digital image files for use in digital and traditional printing methods.

February 1992 to November 1994

**Marketing Executive *Abu Ajmal Printing Press***, Kuwait, Kuwait

- Created sales strategies to promote advertising offerings and motivate larger deals.
- Identified, developed and evaluated marketing strategies based on knowledge of company objectives and market trends.
- Managed new product and content releases, from planning to implementation and post campaign reviews.
- Collaborated with marketing and communications teams on standardization, design and production of marketing materials.

February 1990 to March 1991

**Sales Executive *Pakistan Switchgear Company.*** , Lahore, Pakistan

- Contacted current and potential clients to promote, upsell and cross-sell products and services.
- Created high-quality renewal proposals and quotes, raising customer retention.
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- Responded to emergency calls, assessing damage or handling sensitive client needs.

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## EDUCATION

1991

**Bachelor of Arts ARTS**

**Panjab University, Lahore**