


Mohammed Shareef



CONTACT

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SKILLS

- Supply chain management
- Procurement
- Goods procurement
- Competitive shopping
- Supply chain assistance
- Competitor analysis
- Time management
- Google Drive
- Multilingual
- Upselling
- Social media marketing
- Communication skills

PROFESSIONAL SUMMARY

Astute Purchase Planner, dedicated to cost-effective production and process improvement for high-performing Industrial projects. Using effective communication and persuasive negotiation for optimized supplier relations and expert supply chain management.

WORK HISTORY

Procurement Team Lead. 03/2019 – Current
Khusheim Industrial Equipment Co (Closed Joint Stock) – Dammam, Saudi Arabia.

Procurement Specialist. 11/2017 – 03/2019
Khusheim Industrial Equipment Co (Closed Joint Stock) – Dammam, Saudi Arabia

- Sourced optimum materials within agreed costs to consistently achieve high quality results under budget.
- Negotiated pricing for apparel and accessories from vendors to secure optimal pricing and keep costs low.
- Sourced new vendors and suppliers to boost product offerings and increase profit margins at each store location.
- Made [Number] annual buying trips to preview new items and make purchases.
- Communicated closely with stakeholders, including vendors and merchants, helping to secure well-timed [Type] deliveries.
- Resolved customer queries through effective communication and providing a step-by-step solution.
- Generated £[Number] in annual savings by implementing new [Type] process and reducing wasted resources.

Sales Representative. 06/2012 – 05/2017
Rakaes Contracting Co – Dammam, Saud Arabia

- Maintained advanced industry knowledge through regular [Action] and [Action], supporting the wider marketing team and strategy by providing insights on relevant trends.
- Increased [Type] sales by [Number]% through diligent [Action] and [Action].
- Implemented strategies to engage existing customers and attract new customers, increasing [Type] engagement by [Number]% over [Timeframe].
- Developed and implemented plans and content for social media posts, strategically delegating tasks to team members according to strengths to exceed [Type] targets by [Number]%.
- Built brand awareness through [Action] and [Action] for improved company growth.
- Built and maintained excellent working relationships with local [Job title]s, ensuring [Product] availability and visibility to facilitate sales.
- Tracked and reported on sales in [Software] on [Timeframe] basis, employing attention to detail to avoid errors.
- Maintained up-to-date knowledge of industry trends, consumer behaviour

and competitor activity to develop effective sales initiatives.

Junior officer - Banking

01/2011 - 12/2011

ICICI Bank - Bangalore, India

- Addressed customer inquiries and concerns to facilitate decision-making and minimize anxiety or hesitation.
- Enhanced customer satisfaction ratings by resolving issues efficiently.
- Consistently met service quality targets by maintaining in-depth knowledge of bank products, services and best practices.
- Processed customer transactions, including loan payments, safe deposit boxes and cheque-cashing.
- Assisted customers in bank operations, including opening accounts, accessing safe deposit boxes and cash point operations.
- Assisted customers with compromised debit cards and issued new credentials.

EDUCATION

Bachelor of Business Administration: Management, 03/2011

Alvas Educational Institution - Moodbidri, Mangalore

- Graduate with Bachelor of Business Administration.