



## PROFILE

Enthusiastic individual looking for a challenging and creative opportunity in project management, Procurement, Exports, Sr. Sales, Accounting and Logistics.

Self-starter, fast learner with positive attitude regarding goal directions; in addition to being dedicated, trustworthy, enjoys taking on new challenges. Global Experience in Manufacturing, Trading, Power (Energy), Heavy Equipment industry.

Dynamic, result driven, hardworking and hands-on Project Management, Procurement, Exports, Sr. Sales, Accounting & Logistics.

Overall, 29 years of experience out of which 1 year in Dubai & 2 years Qatar (GCC Experience).

## ACADEMIC HISTORY

Bachelor of Commerce  
B.Com

Osmania University – India  
[1988 – 1991]

Post-Graduation Diploma In Computer Programming – PGDCP [1990 – 1992]

## AREA OF EXPERTISE, CORE KNOWLEDGE AND SKILLS

- 1) Corporate Procurement
- 2) Employee Management
- 3) Accounts invoicing
- 4) Budget Management
- 5) Risk Assessment
- 6) Process improvement
- 7) Material Properties
- 8) Vendor qualification
- 9) Int.Supplier/ Int.Customers Relations
- 10) Export, Logistics, Stocks & Supply Chain Process  
Different ERP (SAP, Microsoft Dyanamic, BaaN, Axepta etc Systems

# SYED ABDUL MANSOOR

## Position: Sr. Sales & Marketing Specialist

### WORK EXPERIENCE

#### Rashid Owaida Al – Qathani Al- Jubail,

K.S.A [02 Years]

Company Products: Super Market, Arabic Restaurants & Motel.

#### Job Responsibilities as Accountant

- Work handled sales register, purchase registers casebook, and payroll for staff, receiving bills and paying to customers and Mfas/Suppliers..
- OA processes are carried out on all materials. which are procured from local markets for Energy/Power and Oil & Gas in house projects.
- Manage team, contractors and subcontractors.

#### Filling & Packing Materials Mfg. Co (Since Oct'95 to Jun'2000)

#### Job Responsibilities as "Accountant"



Complete payroll of all the company employees and management, whatever earnings and deductions of a particulars employee such as:

- Absenteeism (A deduction was made 1+2 including food & transportation).
- Medical (when medical was provided no deduction was applicable).
- Iqama deduction (deduction was mead according to salary range)
- Complete up to date information for generating and processing of reports)
- Renewals of iqama and entering the expiry and number of iqama for all the employees.
- Renewals of passports of all employees and coordination with embassies.
- Updating all increment of salaries and any others benefits.


All the corresponding like different of internal memos, circulars, recruiting agencies & travel agencies.


Handling ISO 9002 certified documents for complete administration / finance area and arranging seminars with updating accordingly.


All the traveling employees / members / executives / officer / visitors airlines ticketing will also be arranged and corresponding/communicating with travel agency as per company policy.

When an accountant either payable or receivable is eligible of this annual vacation the additional burden was added my shoulder and incentive was given against it.

## CONTACT DETAILS

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 <https://linkedin.com/in/mansoor-ahmed-874376171>

 # Riyadh, K. S. A

## CORE COMPETENCIES:

Communication: Problem-solving:  
Teamwork: Responsibility: Adaptability:  
Focus Commitment to excellence:  
Integrity: Career-focused: Avid learner:  
Results-driven: Collaborative learner

## STRENGTHS

I look forward to a mutually beneficial association with a group of dedicated people bound by a common thread– The challenge of taking a business forward in a competitive atmosphere. I view my career as a means to an end - growth in all walks of life and to make the "world a better place to live"

## PERSONAL:

Personal Iqama Valid & Transferable  
Driver's License Valid

## COMPUTER SKILLS

- 1) BaaN, Acepta Quantam, SAP & Focus etc..
- 2) MS Office (Word, Excel, Outlook)
- 3) Presentations/Slideshows, PowerPoint
- 4) Microsoft Dyanamic AX 2009 & 2012, BaaN, Acepta Quantam, SAP & Focus etc..
- 5) Highly Proficient – Windows 7,10, SAP System (Invoicing, SD).

## Al – Babtain Company (Since Jun'2000 to Jan'2002)

### Job Responsibilities as "Executive Secretary"



البيابطين للطاقة و الاتصالات  
AL-BABTAIN POWER & TELECOM

- Conducted physical inventory of surplus equipment, which included a detailed list with pictures that was posted on the company website. Worked with internal customers to redistribute equipment, which resulted in avoiding write-off. Sold excess equipment and parts, generating surplus dollars, preparing Purchase Order for the approved parts and components.
- Negotiated a major contract agreement.
- Negotiates price and delivery with potential suppliers. Define value according to knowledge of market price. Prepares and follows up on Purchase Orders.

## National Factory For Air Conditioners (Alessa Ind.) (Since Since Mar' 03 Aug' 07]

### Job Responsibilities as Material Planning/Purchase Incharge/OEM Head



البيابطين للصناعات  
Alessa Industries Co.

Working as a materials planning, product development and purchaser (Local/Import & Plant Engineering Parts of Machineries)

- Planning all the Local/Import materials yearly as per sales forecast for four quarters.
- Maintaining stock on hand, on order and required allocation for each item time to time.
- Planning all materials against any urgent sales requirement by model wise and submit report to planning/purchase manager for further proceedings.
- Arranging required materials before one week, which needs to run the (WIP) production day to day.
- Making delivery schedule and forwarding to suppliers based on weekly production plan.
- All the corresponding related to suppliers.
- Arranging the proper invoices against delivery note for payment to finance dept.
- Coordinate with accounts/finance department for any Debit/Credit notes and dispatch with delivery note and invoice for payment to Mfg.
- Preparing purchase orders for all supplies (Local & Imports).
- Requesting samples with technical details/inspection reports for our R&D evaluation.
- Information to suppliers about the item that is approved/disapproved for our usage asking them to revise samples after incorporating necessary changes if disapproved.
- Looking plant-engineering parts required for import and arranging accordingly. Sending enquiry of all plant-engineering parts. Coordinate with shipping agents/ forwarders shipment required either by airfreight or sea freight till the destination.
- OEM– Contribute for the participatory planning process and prepare the schedule for business/fairs visit yearly twice.
- Ensure proper monitoring of various opportunity for our valued regular distributors.

## PERSONAL DETAILS

- 1) Nationality: Indian
- 2) Gender : Male
- 3) Marital Status: Married
- 4) Date of Birth :17/May/1967
- 5) Passport number: K95732750
- 6) Iqama = Transferable Iqama
- 7) Language: Arabic, English, Hindi.

## REFERENCE UPON REQUEST

- Supervising the number of suppliers (Korea, Turkey, China, Japan, Taiwan, Jordan, Surya & Japan) best aggressive prices and contribute to evaluate their quality based on prices.
- Develop and maintain an effective suppliers and submit to all our distributors view/order quantities.
- Processing the payment by L/C (Irrevocable Letter of Credit) telex transfers. Discussing with the finance/accounts mgrs for the facilities available with banks prior to open a letter of credit (L/C) as per the terms decided with our clients.
- OEM Imports: Sourcing new and long term stable Mfgs/Suppliers for all components and finished products of air-conditioners (Cassette, Split type, Freestanding Cabinet-wall/floor, Window and Duct) for import to Saudi Arabia for manufacturing unit and export to Middle East and North Africa markets after import to be combined as complete set without SASO as it import with guarantee under Bayan document.
- Sourcing of alternate suppliers for materials.
- Develop and review new markets and new accounts and maintain existing business relationships.
- Develop short and long-term strategy related to regional product positioning, pricing and packaging in order to maximize market share.
- Following the direct exporting to all our distributors from manufacturing origin to port of destination (Middle East and North Africa regions) with payment terms, logos, manuals, cartons design after sales service.
- Direct communicating with Mfgs through network on various aspects on pricing, shipping commercial and technical matters to satisfy our sales team and factory requirements. Who qualify as independent Manufacturer under the listing standards the head shall review time to time the relationships that each Mfg has with the company (Either directly or as a partner) following such reviews, only those suppliers who have affirmatively determines will be considered independent Manufacturer.
- Comparing pricing on direct shipment and in-direct to factory warehouse (Air, Ocean & Courier) and in-direct shipment through our forwarder with direct contact with worldwide other international freight agencies for better contribution and utilize the result of this self-evaluation process for better prospects of purchasing team.
- All air conditioners samples incoming in many direction to receiving agencies (local with SASO & from international) will be coordinating with Manufacturer and discussing with R&D till completion of lab test evaluation and deliveries to destinations. If further more will be done for constructive advice and feedback.
- Taking assignments from the Vice President of Materials & OEM White & Electronics Appliances.

Saudi Ceramics Co (Since Dec' 09 June 15)

**Job Responsibilities as Export Sales**



**Export Electric Water Heaters, Solar Water Heaters, Sanitary Ware, Road Markers & PPR Pipes to Asia, Africa, Europe & America & GCC countries.**

**SAP key user** for SD Module for Local & Export Customers scenarios

- MTO (Make to order)
- Ticket in Solman
- STO (Sales Transfer Order)
- MTS
- All Classifications of Materials
- Discount Levels
- Maintain Pricing Level
- Payment terms Etc...

Arranging all types of requirement received from different clients world-wide and Satisfy their requirement timely. Monthly & Weekly follow-up with clients for their respective solutions.

Yearly company exhibitions will be attending to satisfy the demand and expand/motivate business activities.

U-Mark (United Trading & Marketing Co (Since Aug' 15 March 18)

**Job Responsibilities as Product Manager-MDA & PC**



This position involved in the day to day operations across all lines of Electronic & White Appliances business ensuring effective and timely processing of requirement, leading underwriters and sales support team.

Identifying potential causes of ordering material, recommending and implementing preventive measures, and devising plans to minimize costs. In addition to a variety of operational functions including:

- Direct the purchase of goods after negotiation prices & commercial terms with Mfgs.
- Manage claims analyses and control activities against any prices variation in market.
- Manage relationships with manufacturers management team including freight forwarders.
- Identify exposures, recommend alternate solutions & implement approved programs.
- Promote loss prevention, update and monitor compliance with accounting & marketing procedures.
- Develop and implement Art work, Logo, Design & Rating Labels, Serial plates that meet the requirements of Marketing Requirements through collaborating with the engineering consultants to work towards the firm's eventual certifications and audit hosting.

Al-Ghanim Fencing Factory-Qatar (Since Sep' 19 June 21)

**Job Responsibilities as Sr. Sales & Marketing Manager**

