

AHMED AL NAIM

TENDER AND PROCUREMENT OFFICER

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Objective

Professional business administrator with background in sales, marketing, client relations, and financial management. Highly skilled in managing operational duties of business and propelling teams towards success. Prior experience in organizational leadership and executive administration lends strong leadership abilities to qualifications. Exemplary professional expertise and superior communication skills in both written and spoken forms.

Employment Details

March 2013 – present

**Saudi irrigation organization-- Al-Ahsa
Job Title: Bidding and Procurement Officer**

- 1-A project of cleaning, transporting and removing waste to the landfill of the municipality in the agricultural oasis in Al-Ahsa **(Cost 111 Million)**
- 2-Preliminary studies to maximize the utilization of regenerated water from sewage treatment plants in some regions of the Kingdom (first phase) **(Cost 42 Million)**
- 3- Developing the infrastructure of the control system (SCADA) for the main control room for the entire Kingdom and linking it to the branches and facilities of the institution **(Cost 22 Million)**
- 4- Medical Insurance **(Cost 53 Million)**
- 5- Cleaning and transportation of agricultural waste in the branch of the General Irrigation Corporation in Qatif City **(Cost 15 Million)**
- 6- Operation and maintenance of pumping stations and refurbished water transmission lines for the Corporation's branch in Riyadh **(Cost 10 Million)**
- 7- Providing technical services and technical support (electromechanical - control systems) **(Cost 10 Million)**
- 8-Study and design of linking sectors, adding farmers' exits and delivering water to areas of need in Al-Ahsa Governorate **(Cost 8.5 Million)**

October 2008 – February 2013

**Telecommunications company "Mobily" – Khobar
Job Title: Customer Service**

- 1 - Respond to customer service inquiries.
- 2- Solve customer problems.
- 3 - Raising the recommendations of the clients.
- 4- Contacting customers and making a service level report.
- 5 - Raise requests for objections and claims through System ERP
- 6 - Activation and deactivation of services through System ERP

January 2006 - September 2007

**Abdul Rahman Al-Naeem office - Consulting
Engineers - Al-Ahsa
Job Title: Customer Service**

Academic Background

Jan 2002 - Jan 2005

- Technical and Vocational Training Corporation
 - Diploma in Public Relations

Courses

- 1- The course of preparing the technical and financial evaluation criteria from the Expenditure Efficiency Authority
- 2- Procurement planning course from the Institute of Public Administration
- 3- The Path to Genius course from the Higher Institute of Family Development for Training
- 4- Course on the art of dialogue and persuasion from the Higher Institute of Family Development for Training
- 5- The Survival Course with Time and Stress Management Program from Carizma Relationships Innovation
- 6- Service Transfer Cycle for Excellent Performance from Sales DEI
- 7- Distinguished Service Course DEI Sales Training System
- 8- Mobily Value Program Course from DEI Sales Training System

Skills

- 1- Superior leadership skills
- 2- Innovative problem-solving abilities
- 3- Excellent team building abilities
- 4- Written and spoken communication skills