



AHMED ABDU AL-MUDKHALI

OBJECTIVE

To seek a challenging position in a dynamic organization where I can best utilize my years of experience in the field of Accounts, &, Customer Service and Support sales engineers & General Office .and Administrative functions

Nationality Saudi
Marital Status Married
Date of Birth 9 May 1981



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Saudi Arabia - Dammam

COMPUTER SKILLS

Microsoft Office :(MS Excel, MS Word, MS PowerPoint, MS Outlook and MS Internet Explorer)
.SAP

SKILLS

- .Communication skills
- .Performance management
- .Ability to learn new things
- .Work under pressure
- .Problem solving skills
- .Organizing and respect time
- .Teamwork
- .Leadership

LANGUAGES

Native - Arabic
English - Good speaking

EDUCATION

Diploma Major in Materials Movement

Commercial Secondary Institute in Dammam, Saudi Arabia
General Grade: Very Good
Rate: 76.03%

EXPERIENCE

Senior Sales Support 2019 to 2020

Saja Energy Co

Duties and Responsibilities:

Procurement:

- Handling purchase requisitions for Chemicals, Safety, IT, spare parts
- Managed all aspects of RFQ, the competitive bidding process and the negotiation and award of contracts to suppliers
- Lead negotiation with suppliers after RFQ proposals received.
- Monitor/participate in technical evaluation.
- Sourcing all required materials locally and globally.
- Created Purchase Requisition and Purchase Order for through SAP and SRM.
- Expediting materials delivery with Vendors.
- Handling price agreement for chemical

Contracts and admin:

- Agency registration with MOCI
- Applying for LOI
- Vendor registration updates
- Shipments and logistics support for principles

Sales coordinator / 2018 to 2019

A.A TURKI COMPANY FOR TRADING & CONTRACTING L.L.C.

DIVISION: Commercial.

Duties and Responsibilities:

- Processing Purchase Order to Principal / Supplier
- Log all the transaction in the server and update the Logs all Purchase Order related.
- Processing LC & APBG & BG Draft ,and follow up with the accounting department.
- Processing the material text in Arabic in SAP& upload the new item in the SAP master data
- follow up Invoices DHL & ARAMEX
- Assisting Customer for any clarification & clarifying with Principal during PO stage.
- Monitor and follow-up order acknowledgement from Principal/Supplier.
- Support customer for request of delivery status and expediting request.
- Coordinating with forwarder for collection and delivery of materials.
- All responsibilities required by , Team & Manager for Purchase Order related.
- Prepare weekly and monthly reports.
- Preparing entry permits for companies such as Aramco and SABIC

Senior Sales Support 2017 / 2018

GAS Arabian Services

.DIVISION: Piping & Static

:Duties and Responsibilities

- Log all the transaction in the server and update the Logs all Purchase Order related.
- Processing Purchase Order to Principal / Supplier
- Assisting Customer for any clarification & clarifying with Principal during PO stage.
- Monitor and follow-up order acknowledgement from Principal/Supplier.
- Support customer for request of delivery status and expediting request.
- Coordinating with forwarder for collection and delivery of materials.
- All responsibilities required by Engineers, Team Leader, & Managers for Purchase Order related.

Sales support - Coordinator / 2013 - 2017

GAS Arabian Services

.DIVISION: Piping & Static

:Duties and Responsibilities

•Provide administrative support to ensure that sales operations are maintained in an efficient *
up-to-date and accurate manner
•Solve administrative problems and technical difficulties through coordination of reporting *
data analysis, analysis and solutions
Preparing on the request for quotations, follow up and expedite the receipt of the suppliers *
.and verify receipt of the pricing
.Prepare weekly and monthly reports *
Preparing invoices, prepayments, purchase orders and bank credits, and follow up with the *
.accounting department
Arranging and organizing business meetings and visits, especially Aramco, SABIC and *
many other companies with purchasing power

Attendance and accompaniment of the Division Manager and Sales Engineer at meetings *
and visits
Preparing entry permits for large companies such as Aramco and SABIC *
Follow up any pricing requests through websites such as Aramco / SABIC / Saudi Electricity *
Company
Follow-up of all matters of the Office and staff support department and liaison with *
.the Department of Personnel and other departments

EXPERIENCE

Administrative Assistant /2012 (8 months)

.Globe Marines Services CO

:Duties and Responsibilities

.Typing Weekly Reports *

follow up the work of staff *

Typing all letters for staff *

work all things social insurance to add, delete, and work injury *

Making gate pass permission the port of drivers and trucks *

Follow-up presence and the departure of staff *

.Making schedule course for trucks from government's departments through ports *

.Making and lay out employees and their leaves *

Logistic operations and administrative coordinator /2011- 2012

Fouz Chemical Company

Duties and Responsibilities:

Representing the company on the visits of governmental circles delegates to *

.the warehouses such as representatives of Food & Drug Authority, Civil Defense and Police

.Representing the company in bids and tenders and tenders and contracts and agreements *

- .Making gate pass permission from coastguards *
- .Making schedule course for trucks from government's departments through ports *
- .Making and lay out employees and their leaves *
- .Making permission, license and release of chemical substances *
- .Making inspection minutes and chemical substance receipts *
- .Making storage minutes and attaching importing documents *
- Making monthly reports for chemical substances and send it to weapons *
and explosion division
- .Making the documents of the banded chemical substances *

Accountant / 2008 - 2011

ARAMCO Supply Division

Hesham El-Sewedy Trading Company (Jeddah Cables)

Dammam, Saudi Arabia

:Duties and Responsibilities

- .Make monthly statement of account of ARAMCO between the company and ARAMCO *
- .Follow up with the warehouses for the undelivered materials *
- .Annual inventory of ARAMCO related materials *
- .Follow up of pending payment from ARAMCO system and make efforts to minimize *
.the payment delay by providing any document required by the ARAMCO
- .Printing of invoices in SAP system *
- .Collection of invoices from warehouse on daily basis *
- .Addition of invoices in Excess system *
- .Enter ARAMCO invoice manually and then print them in ARAMCO's format *
- .Delivery of invoices to ARAMCO *
- .Filling of delivered invoices *

:In case of a returned material from ARAMCO

Enter invoices of different sections of pharmacy *
Check and balance in accounts *
Follow up for the migration of invoices *
Follow up of prices among the least 3 purchase orders *
.Inventory for the warehouse *

EXPERIENCE

Assistant Accountant / 2004 -2006

Al-Majdoiue Group
Dammam, Saudi Arabia

:Duties and Responsibilities

.Carrying forward receivables on EMS program *
.Making Cheques *
Making deposit entry daily *
Make sure that cashier is zero daily on EMS program *
Follow up cash income bills daily with the cashier *
Bank settlement and liquidity movement *
Making settlements and making conformity with departments *
Treasury inventory and make sure it is zero everyday with the treasurer *
Entering purchasing bills sequences daily *
Making payrolls for the employees, credits and vacations on EMS Program *
.Making internal & external transmittance for the persons and establishments *

TRAINING ATTENDED

Supplier Portal training in ARAMCO *
Supplier Portal training in MARAFIQ *
Field training at general for Railroads for three months in Dammam *

TRAINING Course

Short Course on Portal in Aramco
Short Course on Portal at marafiq
short course on the program oracle in the Gas Arabian services