






PERSONAL

-  **Name**
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21/01/1993
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L A N G U A G E S

- Arabic** ★★★★★
- English** ★★★

INTERESTS

- Flexible and easily adapt to new environments
- Eager to learn more about working with others

ESRAA ALMOHSEN

Looking for a suitable position in a company which offers a challenging and meaningful assignment for handling increasing responsibilities in a result oriented professional organization, and also helps in enhancing my understanding and furthers my capabilities.

EDUCATION AND QUALIFICATIONS



June 2022

Bachelor Information Technology (IT)



Nov 2018

Diploma Electorinc Commerce



COURSES



June 2020

• Cyber Security.



July 2019

• Retail Management - Merchandising, Distribution &Marketing.



Sept 2019

• Fundamentals of Project Management



Nov 2017

• Fundamentals of Management



Feb 2016

• Fundamentals of Human Resources



Aug 2016

• Executive secretary & office manager's skills.



WORK EXPERIENCE

Oct 2020 - Present

Buyer

"OMS Oilfeild Sevices Arabia Ltd. , Abqiq "

- Consolidate procurement activities for assigned commodities including development to supplier Database sources.
- Achieve lowest possible cost for material balanced against optimum quality and schedule needs .
- Maintain Timely control of orders, amendments, shipping notices and other required documents to assure orderly administration and retention of records.
- Ensure price competitiveness with suppliers and vendors to achieve target on cost saving program coordinate qualification, registration and evaluation of new supplier with QA Department.
- Comply with all applicable quality, health, safety, security and environment regulations

Nov 2015 – Oct 20.

Sales Coordinator

" Arabian Est. For Trading & Petroleum Services (AET) , Khobar "

- .Handle Aramco, Sabic, & Schlumberger orders on Portal.
- Publish ASN, make GCC, Good Receipt, & Delivery note.
- Present purchase offers to sellers for consideration.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.

Jun 2014 - Nov 2015

Sales and Service Representative

" Al-Etimad Co. / VFS Global"

- Seek out new clients and develop clientele by networking, to find new customers and generate lists of prospective clients.
- Customize insurance programs to suit individual customers, often covering a variety of risks.
- Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.

Feb 2013 - May 2014

Customer Services

" Khusheim Co. / selevision "

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Complete contract forms, prepare change of address records, or issue service discontinuance orders, using computers.

Dec 2012 - Nov 2013 **Procurement Coordinator**

" Brosco International Co. "

- Examine, select, order, and purchase at the most favorable price merchandise consistent with quality, quantity, specification requirements and other factors.
- Monitor and analyze sales records, trends, or economic conditions to anticipate consumer buying patterns and determine what the company will sell and how much inventory is needed.
- Interview and work closely with vendors to obtain and develop desired products.
- Consult with store or merchandise managers about budgets or goods to be purchased.
- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.



SKILLS

- ★ SAP System
- ★ Sales & Procurement
- ★ Time management
- ★ Multi-tasking
- ★ Business Strategy
- ★ Communication Skills
- ★ Mathematics Skills
- ★ Financial Acumen
- ★ Fast Typing
- ★ Microsoft Office



REFERENCES References available on request