

SAHAYA DHAS JIMAN

Procurement | Sales Coordinator

Mobile Number: +966 53 872 9968 | **Email:** Jeshjiman@gmail.com

Location: Dammam, Saudi Arabia | **LinkedIn:** [jiman-jesudhasan](#)

SUMMARY

Procurement and Sales Coordinator with a strong track record in optimizing procurement processes, reducing costs, and managing vendor and customer relationships. Skilled negotiator experienced in SAP Ariba and Odoo ERP systems to streamline quotation submissions and support strategic sourcing. Proven ability to collaborate with leading Saudi Arabian clients in oil & gas, petrochemical, and industrial sectors. Committed to driving operational efficiency, maximizing contract value, and enhancing supply chain performance.

Skills

▪ Client Relationship	▪ Global Sourcing	▪ ERP Systems Management (SAP Ariba, Odoo ERP)
▪ Database Management	▪ Sales Reporting	▪ Contract & Vendor Management
▪ Quotation & Proposal Preparation	▪ Target Tracking	▪ Cost Savings
▪ Product & Market Knowledge	▪ Procurement Planning	▪ Vendor Relationship
▪ Order Management & Processing	▪ Negotiation	▪ Market & Price Research
▪ Supplier Coordination	▪ Cost Optimization	▪ Tender preparation
▪ Quick learner with strong adaptability	▪ Knowledge of Aramco 9COM & 9CAT	▪ Monthly Target Achieve

WORKING EXPERIENCE

➤ PROCUREMENT & SALES COORDINATOR	Sep 2021 – Present
Simple Solutions Co for Industry, Dammam, Saudi Arabia	

Procurement & Material Sourcing:

- Managing RFQs and sourcing industrial materials locally and internationally.
- Negotiate pricing, lead times, and vendor contracts to optimize costs and delivery.
- Issue and tracking purchase orders; coordinating logistics, customs clearance, and payments.
- Conducting market research to identify alternative suppliers and reduce procurement risks.
- Maintaining supplier database and updating Approved Vendor List (AVL) for compliance and quality.
- Ensuring full compliance with technical specifications, client standards, and regulatory requirements.
- Collaborating with cross-functional teams to align procurement with project timelines and budgets.
- Monitoring supplier performance and implement corrective actions to enhance reliability.
- Supporting tender participation by preparing and reviewing technical and commercial documents.

Sales Coordination & Commercial Support:

- Preparing and submitting quotations and tender documents using SAP Ariba and Odoo ERP.
- Managing order process and coordinating timely deliveries to meet client schedules.
- Acting as liaison between sales, procurement, and operations teams to ensure seamless communication.
- Follow up on deliveries and provide clients with regular updates on order status and lead times.
- Supporting submission of compliance and technical documents, including COC, MTC, and datasheets.
- Generating detailed reports using Excel to monitor cost control, supplier performance, and order progress.
- Assisting in tender preparation by gathering necessary technical and commercial information.
- Maintaining strong client and supplier relationships to support repeat business and service excellence.
- Consistently achieve and exceed monthly sales targets, driving business growth and client satisfaction.

Tools & Systems:

- Quotation Submission: SAP Ariba, Odoo ERP, Microsoft Excel,
- Reporting & Documentation: Microsoft Excel, Word, Outlook
- Knowledge: Aramco 9COM, 9CAT, AVL/ASL updates, GCC import/export
- Quick learner, adaptable to new tools and software for procurement and sales coordination.

➤ SALES COORDINATOR

Oct 2019 – Aug 2021

Professional Idea, Jubail, Saudi Arabia

- Handle customer inquiries via phone, email, and mail, ensuring accurate pricing and specs.
- Prepare sales quotations aligned with customer requirements for timely delivery.
- Maintain organized sales records and provide month-end reports with target tracking.
- Manage customer communication, order updates, deliveries, and event support.
- Coordinate procurement and logistics for timely order delivery.
- Track sales orders and resolve discrepancies or delays to maintain customer satisfaction.
- Assist in preparing sales forecasts and monitor sales performance against targets.
- Support the sales team with documentation, contract preparation, and customer follow-ups.

➤ SALESMAN

Mar 2017 – Jan 2018

D' signature, Johor, Malaysia

- Greet customers warmly and assist them in finding products that meet their needs.
- Maintained in-depth knowledge of product features, pricing, and promotions.
- Upsell and cross-sell products to meet sales targets.
- Handled customer complaints or concerns promptly and professionally.
- Monitored inventory levels and inform the supervisor of low-stock items.
- Prepared daily sales reports and update sales logs.
- Stay updated on new product arrivals and store promotions.
- Collaborated with other team members to maintain smooth store operations.

➤ SALESPERSON

Feb 2016 – Jan 2017

Fit Fresh, Dubai, UAE

- Processed and managed customer orders accurately.
- Coordinated with production and logistics to ensure timely delivery.
- Maintain good relationships with existing customers.
- Handled customer complaints, returns, or feedback professionally.
- Prepared weekly/monthly sales reports and market feedback.

EDUCATION

- Bachelor of Business Administration | IGNOU, India - 2014
- High School | St. Mary's Higher Secondary School, India – 2010

COURSES

- MS OFFICE
- SUPPLY CHAIN MANAGEMENT - [Certificate](#)

PERSONAL DETAILS

- **Date of Birth:** 17 July 1993
- **Nationality:** Indian
- **Marital Status:** Single
- **Language:** English, Tamil, Malayalam and Hindi