

Firas mohammed al mechlawi

Eastern Province - Dammam
0537722435 | F.ALMISHLAWI@GMAIL.COM
 <https://www.linkedin.com/in/feras-almishlawi>
DOB: 30/12/1994 | **NATIONALITY:** Lebanon

Summary

I grew up in Saudi Arabia in the city of Dammam. I studied all my academic levels there and graduated from the College of Technology in Dammam with a specialty in electrical power. Then I worked with Khushaim Industrial Equipment Company in Dammam from 2016 until now. I have worked with it in more than one department, so I started with the company as a sales man in the showrooms. Then I was transferred to the Purchasing Department and then to the SBR Department. At each stage I learned many things that helped me reach where I am now.

Skills

- Skills in Excel and Word and mail
- Convince customers
- Team management
- Arabic and English language
- Withstand work pressures

Experience

Procurement Supervisor

October 2023 - Current

Khusheim Industrial Equipment - Dammam

- Worked as a Purchase Invoices Supervisor at Khoshim since late 2023.
- Responsible for following up on customer invoices: closing, delivering, and collecting payments.
- Created purchase orders, coordinated with suppliers, and managed purchasing processes.
- Supervised a team of 4 employees.
- Worked on customer portals to monitor SES, invoice status, and collection dates.
- Key achievement: Closed over 4,000 invoices in two months, totaling more than 9 million SAR.

Invoice Specialist

October 2022 - October 2023

Khusheim Industrial Equipment - Dammam

- Closed invoices for the Street Buying department and delivered them to customers.
- Closed all supplier invoices and ensured price matching with issued purchase orders.
- Communicated and coordinated effectively with suppliers

Sourcing and Procurement

April 2019 - October 2022

Khusheim Industrial Equipment - Dammam

- Searched for suppliers and priced materials.
- Created purchase orders for suppliers and sales orders
- Matched customer purchase order prices with provided quotations.
- Visited suppliers to purchase or receive materials.
- Delivered materials to the warehouse

Sales

February 2016 - April 2019

Khusheim Industrial Equipment - Dammam

- Worked in several company showrooms in the Eastern Province.
- Sold materials to customers and recommended suitable products.
- Created sales invoices and sales quotations.
- Organized and arranged the showrooms.
- Conducted daily and annual inventory of the showrooms.
- Achieved sales targets consistently.

Education

Electric Power

diploma

Technical and vocational training , Dammam

September 2012 - June 2015

business management

Bachelors

arab intrnational academy

March 2024 - Current

Languages

First language: العربية

English:

 Upper intermediate