

MOHAMMED SALEH ALFARZAEI

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PROFILE

A highly skilled professional in procurement software and negotiation, with strong abilities in communication, time management, and adaptability to various work conditions. Proficient in computer use and capable of working independently or within a team. Strives to deliver high-quality performance and consistent results.

EDUCATION

- **Bachelor's degree: Faculty of Computer Sciences (Specialty IT)**
Future University Sanaa, Yemen
- **Diploma: computer use application program**
Jeddah International Training Institute
- **Diploma: Certificate in computer use in office work**
Jeddah International Training Jeddah, Mecca Region
- **Diploma: Certificate in English language from (Foundation B)**
English language from ELC. Jeddah, Mecca Region
- **Diploma: Certificate in English language (level A)**
English language from ELC. Jeddah, Mecca Region
- **Diploma: Certificate in English language (level B)**
English language from ELC. Jeddah, Mecca Region

WORK EXPERIENCE

- **Procurement Supervisor** – ALJOMAIH Automotive Co. – Jeddah
07/2013–Current
 1. Managed procurement operations and supplier coordination.
 2. Implemented Oracle Procurement Cloud, increasing efficiency by 90%.
 3. Reduced costs through price tracking and inventory optimization.
- **Computer Technician** – ALJOMAIH Automotive Co. – Jeddah
12/2014–12/2015
 1. Maintained hardware/software and trained new employees.
 2. Delivered technical solutions to improve workflow efficiency.
 3. Provided comprehensive user support.
- **Legal Collection Assistant** – ALJOMAIH Automotive Co. – Jeddah
07/2013–11/2014
 1. Prepared legal documents and memos.
 2. Communicated with clients on overdue debts.
 3. Maintained accurate and organized legal files.
- **Customer Service Representative** – Adwaa Rent A Car – Jeddah
 1. Handled customer inquiries and complaints effectively.
 2. Boosted customer satisfaction and sales through offers and service.
 3. Managed calls, messages, and organized data records.
- **Collections Agent** – AlHamrani Commercial Investment Co. – Jeddah
 1. Negotiated with clients and prepared payment plans.
 2. Updated financial files and met collection targets.
 3. Maintained professional and effective communication.
- **Finance Department Intern** – AlHamrani United Co. – Jeddah
 1. Assisted in financial reporting and analysis.
 2. Contributed to budget planning and cost control
 3. Used accounting software for data entry and analysis.
- **Marketing Intern** – AlHamrani United Co. – Jeddah
 1. Managed social media accounts and improved digital engagement.
 2. Participated in multi-channel marketing campaigns.
 3. Supported campaign planning and marketing activities.
- **Billing and Accounting Assistant** – AlHamrani United Co. – Jeddah
 1. Prepared billing reports and monthly reviews.
 2. Processed payments and refunds accurately.
 3. Supported audit processes and organized files.
- **Customs Clearance Department** – AlHamrani United Co. – Jeddah
 1. Coordinated import/export procedures and customs compliance.
 2. Prepared documents and followed up on shipments.
 3. Built strong relationships with suppliers and authorities.
- **Import and Vehicle Distribution Department** – AlHamrani United Co. – Jeddah
 1. Managed licenses for importing/exporting vehicles and parts.
 2. Handled logistics and communication with international offices.
 3. Monitored shipments and improved supply chain performance.

SKILLS

- Excellent negotiation skills
- Good in computer use
- Adapting to work conditions
- Working as an individual or group
- Full knowledge of Jeddah
- Valid driver's license
- Procurement software mastery
- Interpersonal communication
- Time-management

LANGUAGES

- Arabic: Native
- English: Advanced