



serajalijmi@gmail.com



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Riyadh, Saudi Arabia



12 August 1994



Indian



seraj-ali-963409209

WEBSITES, PORTFOLIOS, PROFILES

- seraj-ali-963409209

EDUCATION

Master of Business
Administration (MBA)
**Guru Gobind Singh
Indraprastha University**, New
Delhi, India
July 2014 - May 2016

LANGUAGES

English

C1

SERAJ ALI

PROFESSIONAL SUMMARY

As a highly skilled and accomplished Procurement Executive with good experience, I have consistently demonstrated my ability to streamline processes, negotiate cost-effective contracts, and manage vendor relationships to optimize organizational efficiency. With strong leadership skills and attention to detail, I have a proven track record of exceeding goals and delivering results. My excellent communication and analytical skills allow me to effectively collaborate with cross-functional teams and make data-driven decisions. I am now seeking a challenging role where I can utilize my expertise to drive business growth and contribute to the success of an organization.

SKILLS

- Supply chain management.
- Procurement management.
- SAP mm module proficiency.
- ERP Dynamic 365.
- Cost optimisation & Price negotiations.
- Logistics operations management.

WORK HISTORY

August 2025 - current

Ajwaa industrial - Supply chain coordinator, Riyadh, Saudi Arabia

- Streamlined procurement processes, enhancing operational efficiency.
- Issues POs to maintain certain levels of stock.
- Thoroughly check logistics documents provided from supplier.
- Enhanced supplier performance through regular reviews and constructive feedback.
- Ensured timely delivery of goods by efficiently coordinating with logistics teams.

February 2023 - July 2025

Riyadh cable group of companies - Procurement Executive, Riyadh, Saudi Arabia

- As a Procurement Executive at Riyadh cable group of companies, I was responsible for managing and overseeing the procurement process for the company. This role required strong negotiation skills, attention to detail, and the ability to build relationships with suppliers and vendors.
- Developed and implemented procurement strategies
- Conducted market research to identify cost-saving opportunities
- Negotiated favorable terms with suppliers
- Maintained accurate records of purchases and contracts
- Managed supplier relationships and resolved any issues
- Ensured timely delivery of materials and services

Advanced

Arabic A1

Beginner

Hindi C1

Advanced

- Reviewed and approved purchase orders
- Tracked inventory levels and maintained appropriate stock levels

January 2021 - April 2022

Vishal mega mart - Sales Supervisor, Jamshedpur, India

- I led a team of sales associates and oversaw the daily operations of the store. I was responsible for creating and implementing sales strategies to increase revenue and maintain customer satisfaction. I also worked closely with management to analyze sales data and make recommendations for improvement.
- Led a team of sales associates
- Implemented effective sales strategies
- Analyzed sales data and made recommendations
- Maintained high levels of customer satisfaction
- Trained and mentored new employees
- Assisted with inventory management
- Conducted performance evaluations for team members

May 2019 - August 2020

Ansar group of companies - Procurement Executive, Barwa, Qatar

- As a Procurement Executive at Ansar group of companies in Qatar, I was responsible for overseeing the company's procurement processes and ensuring the timely and cost-effective acquisition of goods and services. This role required strong negotiation skills, attention to detail, and the ability to maintain relationships with suppliers.
- Managed procurement budget and cost control
- Conducted market research and supplier evaluations
- Negotiated contracts and terms with vendors
- Streamlined procurement processes for efficiency

November 2016 - April 2019

Motilal oswal - Assistant Manager Sales, New Delhi, India

- During my time at Motilal Oswal as an Assistant Manager of Sales, My responsibility was to enhance sales of financial services, generates wealth for clients and manage their portfolios.
- Sales of financial services like Dmat account, insurance and mutual funds.
- Enhance client wealth through diversified investment.
- Provide better returns on clients investments
- Manage clients portfolios and advise them in their trading and their investment.
- Achieved monthly sales targets consistently

PERSONAL INFORMATION

- Date of birth: 08/12/94
- Nationality: Indian
- Iqama#: 2541673113 (Transferable)

CUSTOM

- Reading
 - Cricket
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TRAINING

SAP MM Module , Riyadh cable group of companies
ERP Dynamic 365, Ajwaa industrial
Equity market, Motilal oswal

CERTIFICATIONS

Equity market training, Motilal oswal