

Bandar Abu Samra

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Professional Summary

Results-driven Key Account Executive and Buyer with over 7 years of experience in procurement, vendor management, and client relationship development. Skilled in SAP ERP and optimizing supply chain processes. Proven track record of increasing operational efficiency, reducing costs, and delivering exceptional customer service in retail and distribution sectors.

Work Experience

Key Accounts Executive

Ayan Horizon for Electronic – Jeddah, Saudi Arabia

Jan 2021 – Present

- Analyzed financial and sales data to optimize client engagement and productivity.
- Negotiated pricing and contract terms with key accounts to boost profitability.
- Building and maintaining strong, long-term relationships with key clients.
- Managed supplier performance and ensured compliance with procurement standards.
- Prepare and present regular reports on accounts progress, performance, and strategies.

Buyer

Virgin Megastore – Jeddah, Saudi Arabia

Feb 2019 – Dec 2020

- Built and maintained vendor partnerships to improve supply chain efficiency.
- Monitoring stock levels, forecasting demand, and optimizing inventory to meet business needs while minimizing costs.
- Reviewed supplier invoices, identified errors, and ensured accurate payments.
- Ensuring that purchased goods and services meet the required quality standards and specifications.

Cashier Team Lead

Virgin Megastore – Jeddah, Saudi Arabia

Jan 2016 – Jan 2019

- Supervised cashier team operations and training.
- Managed customer complaints and ensured resolution to maintain satisfaction.
- Maintained cash accuracy and reduced discrepancies through auditing processes.

Sales Associate

Virgin Megastore – Jeddah, Saudi Arabia

Sep 2012 – Dec 2015

- Delivered outstanding customer service and product recommendations.
- Promoted top-selling products and supported marketing initiatives.

Education

Bachelor of Science in Administrative Sciences

King Abdulaziz University, Jeddah — 2016

Skills

- Key Account Management
- Procurement & Buying
- Relationship management
- Inventory Management
- Microsoft Excel & Reporting
- SAP ERP
- Customer Service Excellence

Languages

Arabic: Native

English: Advanced