



MOHAMED DHALAL

PURCHASING AND MATERIAL SUPERVISOR

Address: Al Khobar, Saudi Arabia

Phone: +966 501182716

+966 554296859

Email: mohameddhalal@gmail.com

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

Bharathiyar University, Tamil Nadu, India

BACHELOR OF COMMERCE

Calicut University, Kerala, India

HIGHER SECONDARY EDUCATION

Board of Higher Secondary Examination, Kerala

SECONDARY SCHOOL LEAVING CERTIFICATE

General Education Department, SSLC-Kerala

Certification

DCFA (Tally ERP9 & Peachtree)

OFFICE SECRETARY

Computer Skills

- Windows
- Focus 8 (ERP software)
- MS Office (Excel, Word & PowerPoint)



Profile

Dynamic and detail-oriented professional with extensive experience in materials management, purchasing coordination, and logistics operations within industrial supply and services, especially in a Saudi Aramco-vetted firm. Proven skills in procurement strategy, vendor management, order fulfillment, and cross-functional team collaboration. Adept at handling SABER portal processes, import documentation, warehouse management, and cost optimization. Seeking a challenging role to leverage my skills and contribute to organizational growth.

DETAILS

Address: Parappil (House), Omachapuzha (PO), Malappuram, Kerala-676320, India

Phone: +966 501182716 / +966 554296859

Email: mohameddhalal@gmail.com



EXPERIENCE

MATERIALS AND PURCHASING SUPERVISOR – ALRUQEE INDUSTRIAL MARKETING, SAUDI ARABIA,

Since 2021 to Present.

- SABER portal handling for PCOC & SCOC
- Monitoring and replenishing stock materials
- Implementing campaigns for non-moving stock
- Supporting sales engineers with inventory info
- Managing warehouse inventory and assisting purchasing team

Welding Electrode: Bohler, UTP, Capilla -GER

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Techalloy – USA

Welding & Cutting Machineries: HYPER THERM -USA

Professional Skills

- Material & Purchase Coordination
- Procurement Strategy
- Import Documentation
- Inventory Management
- Logistics & Shipment Handling
- SABER Portal Handling
- Warehouse & Inventory Management
- Supplier & Vendor Communication
- Commercial Negotiation
- Cost Analysis & Optimization
- Customer service
- Sales reports
- Customer relationships
- Order processing
- Export/import documentation
- Invoice management
- Financial reconciliation
- Administrative support
- Communication skills
- *Problem-solving*

Languages

- English
- Malayalam
- Hindi
- Tamil
- Arabic

Personal Details

Date of Birth: 10/05/1988

Nationality : Indian

Gender : Male

Marital Status : Married

Passport No : U0858823

EWM,BDS,Kemper GmbH,-Germany

Kemppi - Finland,Maus-Italia,Saldflux,GBC-Italy

COMMERCIAL, PURCHASE & LOGISTICS COORDINATOR – ALRUQEE INDUSTRIAL MARKETING, SAUDI ARABIA

2015 – 2021

- Handling customer and supplier quotations and negotiations
- Processing POs, payments (L/C & TT), and shipping documents
- Coordinating logistics and import shipment costing
- Managing DDP collections and order booking

PURCHASE & COMMERCIAL COORDINATOR – ALRUQEE INDUSTRIAL MARKETING, SAUDI ARABIA

2013 – 2015

- Preparing and following up on supplier quotations and Pos
- Handling payments, shipment documents, and machine warranties
- Supporting account reconciliation and month-end reporting
- Preparation of quotation analysis.
- Preparation of POs.
- Prepare payment requests (L/C & TT)
- Submit shipping documents to clearing broker and follow-up shipment.
- Preparation for Import Shipment Costing (IS).
- Invoices/IS sent to account every month end
- Coordinate with accounts to reconcile various accounts reports/statements.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete accurate to the best of my belief and knowledge.

MOHAMED DHALAL