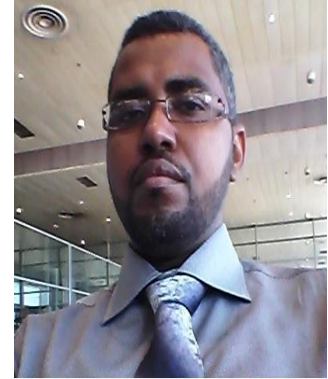


c u r r i c u l u m v i t a e



❖ Objective:

To obtain a position in the domain of leading Construction Company where I can apply my broad experience in saudi market.

❖ Qualifications:

- B.sc in J.S.C of science & technology (Telecom Engineering) 2010 .
- Secondary certificate in African Council for Special Education 2004 .
- Diploma electronic accounting .

❖ Personal Information:

- Name : *Mohamed Mutasim Mohamed Musa*
- Date of Birth : *Jan 1984*
- Address : *Al Khobar. KSA*
- Nationality : *Sudanese*
- Marital Status: *Married*
- Religious : *Muslim*
- Cell Phone : *+966530478786*
- E-mail : *enmohmot85@gmail.com*

❖ **Total Working Experience In KSA More than 10 Years In :**

- S.R Engineering & Contracting Est, Al Jubail -Kingdom of Saudi Arabia i, from : 1.st May 2012 up to 1.st Jan 2016 .
- H. S. Al-Mahri For Gen. Cont. Est.(H.S.M) Dammam K.S.A from 1.st Feb 2016 up to 1.st Des 2019 .
- Al-Harthy Contracting Dammam K.S.A from 1.st Jan 2020 up Jun 2023 .
- Spider Plus trading Co Khobar K.S.A from Jun 2023 up today.

❖ **Duties & Responsibilities :**

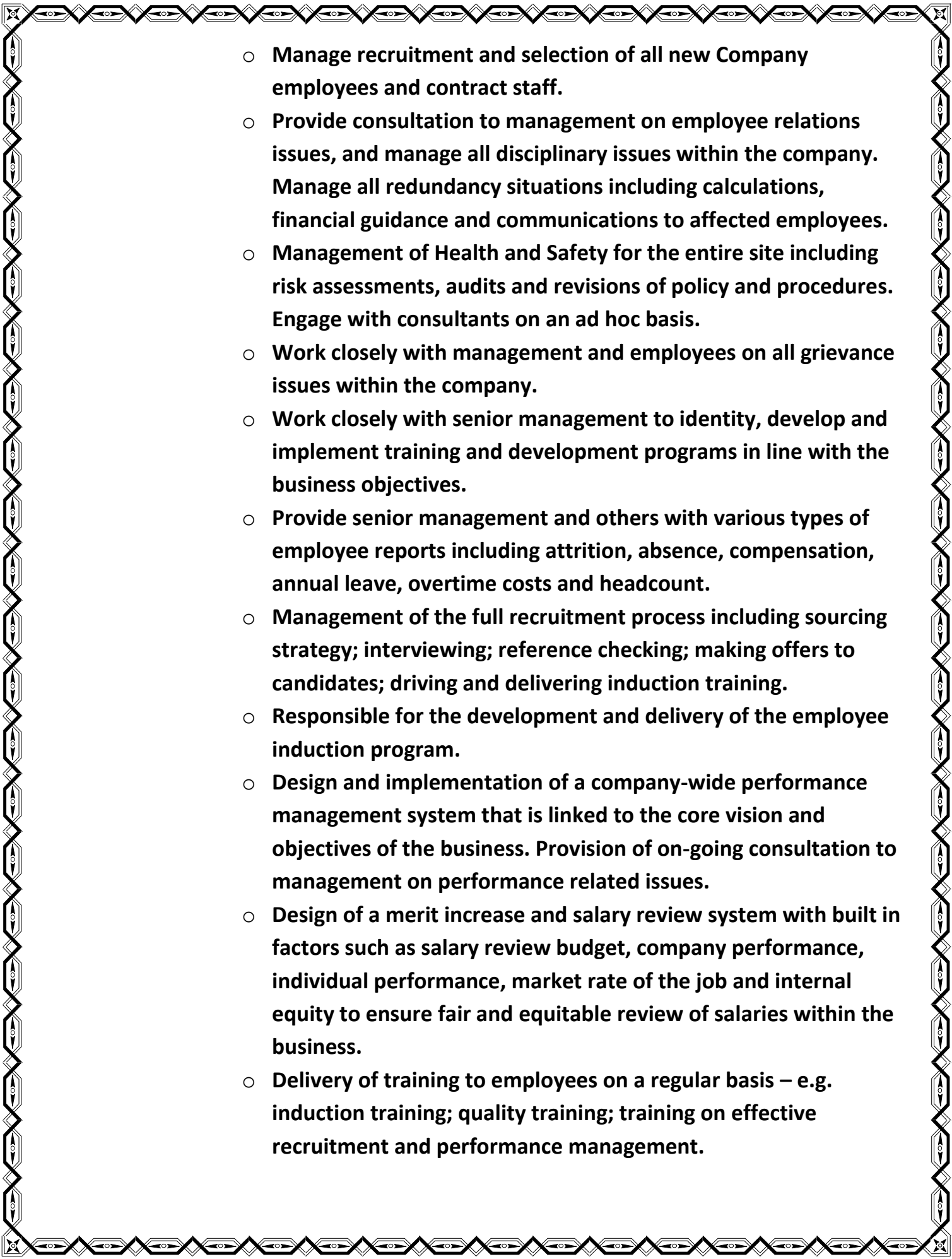
- **Marketing Executive (Heavy Equipment , Manpower & Industrial Material Supply).**
 - Responsible for coordinating with the existing dealers of the company.
 - Updating dealers about the change in product price and new product launch.
 - Meeting the existing customers.
 - Meeting the new target customers and converting them into customers.
 - Solving the problem and queries of existing dealers and customers.
 - Searching for new dealers.
 - Giving all the details of the company to the upcoming dealers and explaining them policies for the dealership.
 - Organizing events at the dealers place to attract more customers.
 - Meeting dealers on daily basis and helping them in finding customers.
 - Making daily call reports and sending them to the seniors.
 - Attending meetings and monthly closing at district office.
- **Procurement (Heavy Equipment , Manpower & Industrial Material Supply).**

- **Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.**
- **Continuously monitoring, evaluating and improving supplier performance.**
- **Sourcing the most affordable materials for the company's manufacturing process.**
- **Projecting stock levels.**
- **Reviewing tenders and bids.**
- **Controlling the purchasing budget.**
- **Monitoring delivery times to ensure they are on time.**
- **Ensuring the adequate supply of all required materials, components and equipment.**
- **Delivering cost savings for the company.**
- **Managing the procurement supplier relationships for the company.**
- **Helping to source alternative items for buyers and customers.**
- **Developing sourcing strategies.**
- **Managing commodity cost initiatives.**
- **Preparing high quality tender documentation.**
- **Regularly contacting suppliers to negotiate prices.**
- **Resolving disputes and claims with vendors and suppliers.**
- **Keeping all supplier programs current and accurate.**
- **Delegating projects and tasks to junior staff.**
- **Promoting best practise across the company.**
- **Involved in writing up contracts and the terms of sales.**
- **Developing relationships with distributors.**
- **Working to create and promote a safe working environment.**
- **Involved in selling off excess, damaged and inventory and stock.**
- **Overseeing staff training.**

➤ **Human Resources .**

❖ **Responsibilities:**

- **Responsible for the HR function in Company .**
- **Member of the management team in Company .**

- 
- **Manage recruitment and selection of all new Company employees and contract staff.**
 - **Provide consultation to management on employee relations issues, and manage all disciplinary issues within the company. Manage all redundancy situations including calculations, financial guidance and communications to affected employees.**
 - **Management of Health and Safety for the entire site including risk assessments, audits and revisions of policy and procedures. Engage with consultants on an ad hoc basis.**
 - **Work closely with management and employees on all grievance issues within the company.**
 - **Work closely with senior management to identify, develop and implement training and development programs in line with the business objectives.**
 - **Provide senior management and others with various types of employee reports including attrition, absence, compensation, annual leave, overtime costs and headcount.**
 - **Management of the full recruitment process including sourcing strategy; interviewing; reference checking; making offers to candidates; driving and delivering induction training.**
 - **Responsible for the development and delivery of the employee induction program.**
 - **Design and implementation of a company-wide performance management system that is linked to the core vision and objectives of the business. Provision of on-going consultation to management on performance related issues.**
 - **Design of a merit increase and salary review system with built in factors such as salary review budget, company performance, individual performance, market rate of the job and internal equity to ensure fair and equitable review of salaries within the business.**
 - **Delivery of training to employees on a regular basis – e.g. induction training; quality training; training on effective recruitment and performance management.**

➤ **Business Coordinator .**

➤ **Site Supervisor in (King Abdulaziz Center for World Culture) {ARAMCO Site} .**

❖ **PROFESSIONAL EXPERIENCE:**

➤ **Competencies:**

- **Establishing effective operating policies, lean initiatives and processes.**
- **Comprehensive understanding & experience of purchasing strategies and also inventory management.**
- **Regularly achieving cost saving targets.**
- **Resourceful and well organized.**
- **Extensive knowledge of purchase order systems and related software.**
- **Deep understanding of the principles of vendor management.**
- **Ability to manage multiple priorities.**
- **Excellent analytical, critical thinking, and strategic skills.**

❖ **Skills:**

- **Proficiency communication in groups at work .**
- **Afford to work under high pressure .**
- **Very good negotiator .**
- **Proficiency in the use of computer .**

❖ **Language:**

- **Arabic (Mother tongue) .**
- **English (reading and writing) .**

❖ **REFERENCE:**

- **Will be provided on demand .**