

ADIL OMER

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Objective

Professional Career

Highly accomplished Procurement, Customs Clearance, and Sales Coordination Professional with over 11 years of progressive experience across multinational organizations. Proven expertise in supply chain optimization, vendor negotiation, and international trade compliance. Recognized for driving cost savings, accelerating delivery cycles, and strengthening client satisfaction. Seeking a challenging senior role here I can leverage my skills to enhance operational efficiency, business growth, and profitability.

Duration Company Position

Duration	Company	Position
1 Year	CIGALAH Group of Companies, Dammam, KSA	Sales Coordinator
10 Years	A.K. Saeed Group of Companies, Jeddah, KSA	Procurement Specialist & Customs Clearance Officer

Work Experience:

CIGALAH Group of Companies (Sales Coordinator)

Job Responsibilities

- Generated sell-out and sell-in requests aligned with sales and marketing requirements.
- Maintained customer databases, tracked orders, and provided regular status updates.
- Kept updated with overall stock status, monitored near expiry products, and tracked upcoming new SKUs to support sales planning.
- Professionally handled company software systems (UD and Workflow) for approvals and reporting.
- Monitored inventory and coordinated with suppliers for replenishment when required.

A.K. Saeed Group of Companies (Procurement Specialist & Customs Clearance Coordinator)

Job Responsibilities

- Oversaw procurement operations and customs clearance processes while ensuring compliance with international trade regulations.
- Built and managed strong vendor relationships, resolving disputes and securing timely deliveries.
- Review and verify shipping documents, such as bills of lading, commercial invoices, and certificates of origin.
- Developed standardized training programs for procurement and customs staff, reducing errors and improving efficiency.
- Facilitate customs clearance procedures for sea shipments, ensuring compliance with regulations and laws.

- Supported the sales team by updating product availability and delivery schedules, ensuring smooth coordination with clients.
- Resolved vendor disputes and ensured timely processing of supplier and customer invoices

Key Achievements

- Negotiated contracts resulting in up to 15% cost savings without compromising quality.
- Improved customs clearance turnaround time by 20% through process streamlining.
- Reduced order-to-delivery cycle by 25% by improving sales-procurement coordination.
- Successfully managed procurement for high-value projects exceeding SAR 5 million in annual purchasing volume.

Educational Qualification

Bachelor of Commerce (B.Com) - Osmania University, Hyderabad, India

Technical Qualification

- Diploma in Professional Skills - Employment Board
- Microsoft Office - Institute of Accountant Preparation (2006)
- Microsoft Dynamics AX - Al-Rowad Company for Information Systems (2017)

Technical Skills / Core Competencies

- Procurement & Vendor Management
- Sales Coordination & Customer Service
- Customs Clearance & Trade Compliance
- Contract Negotiation & Cost Reduction
- Order Processing & Delivery Tracking
- Supply Chain Optimization
- Team Leadership & Staff Training
- Microsoft Dynamics AX, MS Office Suite (Word, Excel, PowerPoint, Outlook)

Personal Profile

- Nationality: Indian
- Marital Status: Married
- Languages: English, Arabic, Hindi, Urdu
- Valid GCC Driving License
- Religion: Muslim