

Mohammed AlHarbi

Sales & Marketing Specialist

CONTACT

0542025446
moalhm.77@gmail.com

CAREER OBJECTIVE

- Marketing graduate with hands-on experience in administrative tasks, B2B operations, and employee relations. Able to perform effectively in fast-paced environments, with experience in healthcare management (Magrabi & Rabigh). Skilled in negotiation, supplier management, and creative problem solving.
-

EDUCATION

KING ABDULAZIZ UNIVERSITY

Bachelor's Degree Marketing

- GPA: 3.28/5
-

PROFESSIONAL EXPERIENCE

Purchasing Specialist (Tamheer Program)
Magrabi Hospital

- Managed procurement processes and issued purchase orders
- Coordinated with suppliers and evaluated quotations
- Analyzed organizational needs to select cost-effective solutions
- Prepared procurement reports and monitored inventory levels

Administrative Trainee – Self-Resources Department
Rabigh General Hospital

- Organized administrative and financial records
 - Assisted in preparing periodic management reports
 - Maintained and updated data in internal systems
 - Coordinated with departments to ensure smooth workflow
-

SKILLS

- Procurement & Purchasing Management
 - Negotiation Skills
 - Supplier Relationship Management
 - Market Analysis
 - Microsoft Office (Word, Excel, PowerPoint)
 - Teamwork & Collaboration
 - Problem Solving
-

CERTIFICATIONS

- Content Marketing & Digital Marketing(Riyadah)
-

LANGUAGES

- Arabic
- English