

Amir Suhail

Looking Position –

Admin and Procurement Assistant

Current Address – Riyadh Saudi Arabia

Email ID – amirrsuhail07@gmail.com

Contact Number - +966 542933543

Date of Birth – 15/06/1997



PROFESSIONAL SUMMARY

To strive for a career in a growth-oriented organization where I can gain knowledge, skills & work to the best of my ability & potential to make a meaningful & tangible contribution towards the achievement of organization goals, objectives & vision.

WORK EXPERIENCE

Science Square Trading Company | Riyadh, Saudi Arabia

Admin and Procurement Assistant | September 2022 – Present

- Negotiated with suppliers for competitive pricing and contract terms. Implemented the procurement strategy and policies within teams and functions.
- Supported local/ International procurement, purchasing & timely delivery of products and services in line with the requirements of the customers.
- Assistance sales representative with administrative tasks such as preparing sales reports, Invoices, delivery notes, and proposals.
- Process sales orders accurately and efficiently, ensuring all necessary documentation is complete.
- Respond to customers' inquiries via phone, and email, promptly and professionally.
- Monitor order status and communicate updates to customers as needed.
- Address customers' concerns and resolve issues promptly.
- Maintain sales & purchase records and customer database.

Capgemini Services Ltd. | Noida, India

Account Payable | December 2021 – August 2022

- Processed monthly invoices in multi-currency formats (USD, EUR, SAR), ensuring timely payments and adherence to global financial compliance standards.
- Streamlined vendor communication for international suppliers, resolving discrepancies and reducing payment cycle time.
- Manage the full accounts payable cycle from receipt of invoices to payment, including coding invoices, matching purchase orders, obtaining approval, and entering the invoices into the accounting system for processing.

Indian Overseas Services | New Delhi, India

Accountant | October 2018 – March 2020

- Managed day-to-day accounting entries for sales, purchases, and expenses.
 - Entries of Cash book, sales bill and purchase bills.
 - Cash Handling and preparing for daybook.
 - Entry of all bank statement and checking the document for payment.
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EDUCATION

Bachelor of Commerce (B. Com Honours)

Veer Bahadur Singh Purvanchal University | 2015–2018

Certificate of Higher Education (Commerce)

Higher Secondary School | 2015

A-Levels (Commerce)

High School | 2013

TECHNICAL SKILLS

- **Software:** Tally ERP, MS Office (Excel, Word, PowerPoint, Outlook)
 - **Languages:** English (Fluent), Urdu (Fluent), Arabic (Intermediate)
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PERSONAL DETAILS

- Nationality: Indian
 - Marital Status: Single
 - Address: Uttar Pradesh, India (Permanent)
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IQAMA STATUS

- Valid (Transferable)

هوية مقيم

رقم النسخة ٢

المملكة العربية السعودية

وزارة الداخلية



أمير سهيل حبيب الرحمن
AMIR SUHAIL HABIBURRAHMAN

تاريخ الانتهاء: ٢٠٢٦/٠٢/٠٤

مكان الميلاد: الهند

الديانة: الاسلام

رقم الهوية: ٢٥٣٢٤٦٢٤٤٣

تاريخ الميلاد: ١٩٩٧/٠٦/١٥

الجنسية: الهند

المهنة: عامل مخزن

هوية صاحب العمل: ٧٠٤٩٦٣١٦٩٥

مكان الإصدار: شركة العلم لامن المعلومات

مكان العمل: منطقة الرياض

اسم صاحب العمل: مؤسسة ضحيه فياض موسى الهنا التجارية



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية



क्रमांक
S. No.

10687

अनुक्रमांक
Roll No.

16201361739

वीर बहादुर सिंह पूर्वाञ्चल विश्वविद्यालय, जौनपुर



वाणिज्य स्नातक

प्रमाणित किया जाता है कि आमिर सुहैल

शिवली नेशनल कॉलेज

को इस विश्वविद्यालय

आजमगढ़

की वर्ष 2018.....की परीक्षा में उत्तीर्ण होने पर वाणिज्य स्नातक की

उपाधि..द्वितीय.....श्रेणी में प्रदान की गयी।

विषय: वर्ग: ए०/बी०/सी० वर्ग : डी०/ई०/एफ०

Bachelor of Commerce

This is to certify that AMIR SUHAIL

SHIBLI NATIONAL COLLEGE

obtained the

AZAMGARH

Degree of **Bachelor of Commerce** in this University in
the examination of

2018

and that he/she was

placed in the...S.E.C.O.N.P Division.

Subject : Group : A/B/C.....Group : D/E/F.

दिनांक / Dated 05 नवम्बर 2018

बसंत पंचमी / Basant Panchami 2075 Vikramiya/विक्रमीय

वीर बहादुर सिंह पूर्वाञ्चल विश्वविद्यालय, जौनपुर

Veer Bahadur Singh Purvanchal University, Jaunpur (U.P.)

Dr. M. S. ...
कुलपति

Vice-Chancellor

