

MOHAMMED ALDOSSARY

Dhahran | Mohados93@gmail.com | +966 56 190 2383 | [linkedin.com/in/M-Al-Dossary](https://www.linkedin.com/in/M-Al-Dossary)

SUMMARY

Results-driven Business Analyst with 4+ years of experience in sales, account management, and materials coordination within Saudi Arabia. Proven success managing key clients such as Saudi Aramco, optimizing operations, improving profitability, and enhancing client satisfaction. Skilled in SAP, advanced Excel, Power BI, and SQL. Adept at leveraging data insights to drive sales strategies, process improvements, and business growth.

EDUCATION

University of the Incarnate Word. Texas, USA.

2015-2018

Bachelor of Science in Management Information Systems

Minor: Computer Information Systems

GPA: 3/4

EXPERIENCE

Sales Officer / Saudi Aramco Account Manager | Group 5 Pipe Saudi | Dammam, KSA

Jan 2023 – Present

- Led all sales activities for the Saudi Aramco account, including order management, client relations, and revenue performance.
- Successfully secured higher pricing for specialized items with technical specifications exclusive to Group Five, winning those items as part of a new Aramco PO.
- Led Aramco's qualification processes for Group Five — including handling technical waivers, compliance documents, and bid submissions — ensuring eligibility and alignment with Aramco's vendor requirements.
- Managed Aramco's portals, overseeing sales transactions, goods receipts (GRs), and invoice submissions, working closely with finance to support timely cash flow and revenue recognition.
- Collaborated with procurement and logistics teams for high-value items (e.g., raw materials like HRC and transport services), ensuring alignment with Aramco PO requirements and maximizing profitability.
- Developed sales dashboards and performance reports to support internal decision-making and improve forecasting.
- Coordinated with cross-functional teams to streamline order delivery and resolve client issues efficiently.
- Awarded Employee of the Month in Q2 2023 and Q2 2024 for exceeding performance targets.

Sales Specialist | Almawarid Manpower Solutions | Khobar, KAS

Sep 2021 - Sep 2022

- Managed client accounts and delivered tailored workforce solutions across key industries.
- Executed full sales cycle from lead generation to proposal development and client follow-up.
- Conducted market research and maintained CRM records to support sales performance analysis.

Account Executive (Post-Graduation Training Program) | Spectrum | San Antonio, Texas, USA

Feb 2019 - Feb 2020

- Participated in a one-year professional training program for international graduates following university completion, designed to build practical skills in client management and operational support.
- Gained hands-on experience in account coordination, communication, and sales support functions.
- Assisted teams with inventory management and material tracking to learn supply chain and sales operations fundamentals.

CERTIFICATIONS

- **Risk Management Professional (RMP)**, Project Management Institute
- **Project Management Professional (PMP)**, Project Management Institute
- **OS- Soft Skills-RUH-208**, Ministry of Communications and Information Technology

SKILLS

- SAP Portals
- Inventory Management
- Raw Material Procurement
- Material Delivery Documents (MDDs)
- Material Planning & Scheduling
- Supplier Relationship Management
- Procurement & Negotiation
- Project & Risk Management
- Bid Management
- Proposal Development (RFQs, EOIs, Pre-Qualification Documents)
- Advanced Excel (Pivot Tables, Formulas, Data Analysis)
- MS PowerPoint, Outlook, SharePoint Online
- Data Reporting & Visualization (Excel-based reporting, Power BI/Tableau)
- SQL (Basic Knowledge)
- Predictive Analysis and Data-Driven Recommendations
- Process Optimization and Performance Monitoring