

MOHAMMED ALRUBEH

WORK HISTORY

Procurement Specialist | AL Marri Group (Hamaat) | Dammam, SA | 07/2024

- Managed procurement requests across departments.
- Identified cost-saving solutions and new suppliers.
- Negotiated vendor pricing for better value

Business Development & Marketing Representative | Digital Myth Solutions | Dammam, SA | 12/2022 - 07/2024

- Represented Digital Myth Solutions at events and exhibitions.
- Conducted client visits to gather insights and present solutions.
- Managed customer relations and resolved concerns.

Key Account Manager | Service Center Supervisor | Tamimi Company for Commercial and Maintenance | Jubail& Khobar, SA | 02/2022 - 12/2022

- Managed Red Wing accounts and order fulfillment.
- Led Red Wing client outreach and sales growth.
- Supervised Firestone service center and staff.
- Oversaw Firestone inventory and process improvements.

Customer Support & Data Analyst

Arabian Machinery & Heavy Equipment Co. | Al Khobar, SA | 01/2021 - 11/2021

- Handled inquiry calls and ticketing system.
- Collected communication data for reporting.
- Created daily reports to enhance efficiency.

Customer Relations & Sales Associate (Part-Time) | Quarter Mile Performance Shop | Al-Qatif, SA | 07/2020 - 12/2020

- Delivered customer service via phone, email, and in-person.
- Managed custom orders and scheduling.
- Created merchandise displays to boost sales.

Marketing Internship | Safi Car Rental | Costa Mesa, CA | 03/2020 - 05/2020

- Researched customer behavior to refine marketing strategies.
- Developed targeted outreach plans to attract new clients.
- Assisted in pre-season campaign planning to boost sales.

Marketing & Administrative Coordinator | Enterprise Car Rentals | North Hollywood, CA | 09/2017 - 06/2018

- Managed social media campaigns and analyzed consumer engagement.
- Handled daily administrative tasks to support operations.
- Processed customer inquiries and forms via phone and email.

Automotive Sales & Logistics Specialist | Self-Employed | California, USA | 12/2015 - 3/2020

- Bought and sold vehicles through individuals, dealers, and auctions.
- Managed vehicle inspections and repairs to maximize resale value.
- Oversaw international shipping for cars and motorcycles.

Contact

Nationality: Saudi Arabian

Current location: Dammam

Phone: 0544438003

Email: malrubeh1994@gmail.com

LinkedIn: [linkedin.com/in/malrubeh](https://www.linkedin.com/in/malrubeh)

EDUCATION

**Bachelor of Business Administration,
Marketing**

Woodbury University - California, USA

GPA: 3.24 of 4

SKILLS

- Fluent English & Communication
- Teamwork & Collaboration
- Negotiation & Vendor Management
- Problem-Solving & Analytical Thinking
- Attention to Detail & Time Management
- Marketing Strategies & Market Research
- Online Marketing & Google Ads
- ERP & CRM Systems (SAP, Odoo, ErpNext, Zoho, Ziwo)
- Microsoft Office & Scheduling
- Cost Management & Business Operations

COMPLISHMENTS

- Understanding Expectations.
- Proposing New Opportunities and Markets.
- Leadership Behavior and Qualifiers.
- Leadership Competencies