### **Sajad Khan**

Professional Driver | Procurement Specialist  
Location: Riyadh, Saudi Arabia  
Mobile: +966 51 067 3442   
Email: sajad.kia.nmc10@gmail.com  
Nationality: Indian | Visa Status: Transferable Residency Visa  
Languages: Arabic (Intermediate), English (Expert), Hindi (Expert)

### **Professional Summary**

Experienced professional driver and procurement specialist with over 12 years of diverse experience in the automotive and construction industries. Skilled in delivering high-quality service, maintaining operational efficiency, and ensuring safety standards in transport and procurement. Proficient in managing purchasing operations, document control, and administrative tasks with a proven ability to work in dynamic environments.

**Key Skills**

* Driving: Proficient in safe and courteous transportation, including event logistics and airport transfers.
* Procurement: Expertise in purchasing materials, negotiating costs, and tracking orders.
* Administrative Support: Skilled in document scanning, filing, and maintaining office cleanliness.
* Technical Tools: Proficient in Microsoft Excel, MS Word, Outlook, and Adobe Photoshop.
* Languages: Fluent in English, Hindi, and intermediate Arabic.

### **Professional Experience**

#### **Head Office Driver, NMC United Motors Group – Riyadh, Saudi Arabia November 2022 – Present**

* Safely transported executives, guests, and materials to designated locations.
* Managed airport transfers and event logistics for corporate activities.
* Delivered outgoing correspondence to government offices, suppliers, and other entities.
* Assisted with the purchase and supply of materials while ensuring cost-effectiveness.
* Maintained accurate records of orders and deliveries.

#### **Parts Buyer, Al Mina Trading and Contracting – Riyadh, Saudi Arabia October 2015 – November 2022**

* Procured spare parts and materials for automotive repair operations.
* Ensured timely issuance and delivery of orders, meeting productivity standards.
* Maintained inventory and assisted in warehouse organization.

#### **Office Boy, Al Khodari Sons Company – Dammam, Saudi Arabia May 2011 – July 2014**

* Maintained office cleanliness, including pantry and washroom facilities.
* Performed basic administrative tasks such as photocopying, filing, and internal document delivery.

### **Education**

High School Diploma  
Jhunjhunu Academy – Jhunjhunu, India  
Graduated: March 2011 | Grade: 80%

### **Technical Proficiencies**

* Adobe Photoshop (Expert)
* Microsoft Excel, Word, Outlook (Expert)
* Document Management and Scanning

### **Certifications & Memberships**

* Procurement Driver Membership – United Motors Group (Since November 2022)

### **Additional Information**

Date of Birth: December 20, 1987 | Marital Status: Married | Dependents: 8  
Driving Licenses: Saudi Arabia, India