

Nasir Hilal

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Dear Hiring Manager,

I am writing to express my interest in the Purchasing or Sales Representative position at your esteemed organization. With over four years of experience in procurement, supplier negotiations, and client relationship management, I have developed a proven ability to optimize purchasing operations, reduce costs, and strengthen supplier partnerships.

At Haggar Cigarettes & Tobacco Ltd., I successfully negotiated contracts that reduced procurement expenses while ensuring uninterrupted supply chain operations. In my recent role at Silver Guide Trading Est., I built strong customer relationships, driving sales of heavy equipment and truck parts through personalized solutions and attentive service.

My combination of strategic thinking, problem-solving skills, and hands-on experience allows me to adapt quickly to dynamic business environments. I am confident in my ability to contribute innovative ideas and deliver measurable results for your organization.

I would welcome the opportunity to discuss how my skills and experience align with your needs. Thank you for considering my application.

Sincerely,
Nasir Hilal

Professional Summary

Results-driven Purchasing & Sales Professional with 4+ years of proven success in procurement, supplier negotiations, and client relationship management across diverse industries. Skilled in driving cost savings, improving operational efficiency, and building strategic partnerships that enhance long-term business growth. Recognized for strong leadership, negotiation, and problem-solving skills with a track record of delivering measurable results.

Career Objective

To join a growth-oriented organization as a Purchasing or Sales Representative, leveraging expertise in strategic procurement, supplier management, and market analysis to drive operational excellence and deliver exceptional value to stakeholders.

Professional Experience

Sales Representative — Silver Guide Trading Est., Al-Khobar | Mar 2025 – Jul 2025

- Built and maintained strong client relationships, resulting in repeat business and increased sales.
- Sold spare parts and filters for heavy equipment and trucks, meeting diverse customer needs.

Purchase Representative — Haggar Cigarettes & Tobacco Ltd. | 2018 – 2023

- Managed daily procurement operations, liaising directly with suppliers to secure favorable terms.
- Collected bids, analyzed prices, and negotiated contracts to achieve cost reductions.
- Monitored shipments and inventory to ensure uninterrupted supply chain operations.

Customs Clearance Officer — Sudan Customs | 2008 – 2018

- Processed clearance for goods at seaports, land borders, and airports in compliance with regulations.
- Ensured timely and accurate documentation to avoid shipment delays.

Computer Technician — CITA Integration Solutions | 2006 – 2008

- Provided hardware and software troubleshooting and maintenance services.

Education

Bachelor's Degree in Computer Science | Omdurman Ahlia University, 2006 | Grade: Good

Certifications

- Total Quality Management – Attractive Training Center (2024)
- Professional Financial Accountant – AIPS Training Center (2024)
- Occupational Safety and Health Administration (OSHA) – AIPS Training Center (2024)

Skills

- | | |
|---------------------------------------|-------------------------------------|
| - Strategic Procurement & Negotiation | - Problem-Solving & Decision-Making |
| - Leadership & Team Building | - Creative Thinking |
| - Customer Relationship Management | |

Languages

- Arabic – Native
- English – Proficient

Interests

- Football
- Movies