

Abdualrahman Alharbi

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I am a motivated marketing graduate committed to making a difference in any role I undertake. I possess strong communication and negotiation skills, with a keen focus on quality and leaving a positive impact. My experience includes aligning marketing strategies with organizational goals, managing inventory, ensuring quality, and analyzing inventory data to provide accurate reports. I excel in attention to detail, organizational skills, analytical abilities, and effective communication with various teams to solve problems and enhance operational efficiency. I am dedicated to continuous improvement and delivering exceptional results.

PROFESSIONAL EXPERIENCE

SUPERVISOR STOCK MONITOR **at ALGOSAIBI SERVICES CO. LTD.**

Jul 2021 - Present

- Responsible for identifying suitable suppliers and negotiating with them to secure the best prices and contracts, in addition to following up on purchase orders to ensure timely delivery of products. This includes ensuring product quality and verifying compliance with required specifications, as well as ensuring the safety of food products by reviewing prices, product details, and expiration dates. I also maintain accurate procurement and inventory records, prepare regular reports, and collaborate with internal teams to manage available product quantities.
- **A procurement specialist** responsible for conducting field visits to suppliers to assess product availability and analyze pricing to achieve the best value for money. I focus on identifying the most reliable suppliers and negotiating purchase terms in line with the organization's needs, while working to optimize procurement processes, enhance efficiency, and ensure sustainability in the supply chain, all while maintaining quality standards and reducing costs.

STOCK MONITOR

ensure food product safety and compliance with company regulations. This involves verifying prices, product details, and expiration dates, while accurately maintaining inventory records and collaborating with teams to manage product quantities. Continuous process improvement is key to optimizing performance

COOPERATIVE TRAINING **at SHAMS AL-JUBAIL TRADING & CONTRACTING EST**

Jan 2021 - Sep 2021

Marketing plan development. Data analysis. Document management. Administrative support. Internal communication. These tasks contribute to the development of marketing and administrative skills, provide practical experience in understanding the real work environment, enhance analytical, organizational, and communication abilities, and apply theoretical knowledge in a real-world setting.

ADMINISTRATOR **at YOUSRYNA GENERAL CONTRACTING CORPORATION**

Dec 2017 - Mar 2020

oversees production operations, ensures safety compliance, assigns tasks, trains staff, monitors performance, resolves conflicts, maintains equipment, and collaborates to achieve production goals.

KEY COMPETENCIES

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| • Marketing and customer service | • Analysis and Evaluation | • Team leadership |
| • Inventory Management | • Security Protocols Knowledge | • Operations management |
| • Quality Assurance | • Strategic Planning | • Process Improvement |
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SKILLS

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| • Adaptability & Problem solving | • Negotiation skills |
| • Professional & administrative development | • Communication skills |
| • Time management & Accuracy and Organization | • Critical thinking |
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EDUCATION

Marketing, in diploma degree

From College of Technology 2021
