

Eithar Almarhoon

Group Leader Assistant of Procurement & Expeditors

☎ 0590005327 @ eitharalmarhoon@gmail.com 📍 Eastern Province, SA

SUMMARY

Highly motivated Group Assistant Leader for Procurement and Expeditors with a Bachelor's degree in English Language and Translation and an Associate Diploma in Management Technology. Bringing proven experience in supplier relationship management , order tracking , leading expeditor teams , and ensuring efficient logistics with timely, customer-focused delivery. Proficient in MS Office, with strong leadership, teamwork, and problem-solving skills, adept at working under pressure. Eager to leverage existing expertise and contribute to organizational success.

EXPERIENCE

Group Leader Assistant of Procurement & Expeditors

Saudi Fal

📅 05/2025 - Present 📍 Dammam, SA

Saudi Fal is the local business partner of Emerson Automate Solution in Saudi Arabia

- Develop close working relationship with Emerson (Fisher-Rosemount)/ other principal factories / suppliers.
- Track and update all supplier orders on centralized database.
- Getting customer feedback and conveying their feedback/comments to respective sales engineer.
- Leading and assist the expeditor team on customer care requirement along with shipping invoices Supporting MSD team for placing orders to factory.

Material Expediter

Saudi Fal

📅 09/2022 - 01/2025 📍 Dammam, SA

- Responsible for efficient and safe scheduling or execution for the company's logistics and dispatch.
- Purchase goods from outside suppliers.
- Tracking shipments and ensure timely delivery of goods.
- Ensure customers satisfaction through professional and on time delivery.

Customer service

Qatif Charitable Society

📅 2017 📍 Qatif

- 162 hours internship in Management Technology field.

COURSES

12 hours course in Administrative Secretarial, Qatif, The Dana Women's Center (Accredited by Technical and Vocational Corporation)

Supply Chaim Management (03/2025)

2 hours course in basic first aid skills from the Edraak platform

EDUCATION

Bachelor's degree in the field of English language and translation

From the college of Science and Theoretical Studies, Saudi Electronic University

📅 2017 - 2021

GPA

3.68 / 4

Associate Diploma in Management Technology

Associate Diploma in Management Technology Qatif, International Technical Female College (Lincoln College)

📅 2015 - 2017

SKILLS

Supplier Relationship Management

Order Tracking & Management

Logistics Coordination

Supply Chain Support

Expediting

MS Office

Time Management

Problem-solving

Leadership

Teamwork

LANGUAGES

Arabic

Native

English

Proficient