

Saleem Al-Balawi

*Supply Chain
Management*

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Jubail, Saudi Arabia

PROFESSIONAL SUMMARY

An ambitious and hardworking with a bachelor degree in supply chain management seeking and Mid-level opportunity where I can apply the attained academic knowledge in my field of study and my experience.

WORK EXPERIENCE

• Purchasing Officer

Astra Industrial Complex Co. Ltd (ASTRACHEM)
Khobar, Saudi Arabia

Sep, 2022 – Present

Duties & Achievements:

- Assigned to create purchase requisition (PR) in SAP ERP System to request the raw materials for agricultural chemicals products.
- Assigned to create purchase order (PO) in SAP ERP System to Purchase the raw materials for agricultural chemicals products.
- Assigned to follow up the open orders.
- Assigned to follow up the payments for suppliers with the FIN team.
- Assigned for all out door Purchasing (direct Purchasing)

• Sales Representative

STEP Technologies
Khobar, Saudi Arabia Duties & Achievements:

Feb, 2022 – Sep, 2022

- Smart phones and gadgets sales man.
- Perform maintenance on smart devices.
- Manage the supply of electronics accessories and spare parts.

• Co-op student

Supply Chain Management Department
Saudi Aramco Jubail Refinery (SASREF)
Jubail, Saudi Arabia

Jun, 2021– Oct, 2021

Duties & Achievements:

- Assigned in various functions of the department during my co -op program to have a wholistic prospective of the business.
- Worked with the procurement team on purchase orders and requisitions to understand the process.
- Was assigned with logistics team to be exposed to the process of shipping, deliveries and to expedite materials.
- Was assigned in the warehouse to learn about the inventory management, receiving and issuing materials.

- **Cashier, (Part -time)**

Feb, 2019– Feb, 2021

Saeed Al-Ghamdi Supermarkets Yanbu, Saudi Arabia

Duties & Achievements:

- Worked as cash register operator during my college time to utilize my time and get an experience in the working environment.

EDUCATION

- **Bachelor of Management Sciences in Supply Chain Management**

Yanbu University College, Class of 2021

Yanbu, Saud Arabia

Skills

- **Languages**

English: Intermediate written and spoken

Arabic: Native

- **Technical Skills**

- Inventory and Warehouse Management
- Purchasing Management
- Logistics and Transportation law
- IS-Logistics and SAP interface
- Microsoft Office