

YAQOOT ALKADEM

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OBJECTIVE: To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

EXPERIENCE

01-07-2024 – 30-06-2025

PROCUREMENT / MATERIAL EXPEDITOR

ABT GROUP | ALKOBAR

- Assist in monitoring inventory levels and material requirements to ensure timely replenishment
- Coordinate with suppliers to expedite materials and resolve any delays in delivery
- Update and maintain material tracking systems to reflect current status and locations
- Participate in regular inventory audits and assist in identifying discrepancies
- Collaborate with cross-functional teams to support production schedules and minimize downtime
- Prepare reports on material usage and expedite metrics for management review.

01-01-2022 – 30-06-2024

PROCUREMENT ASSISTANT OFFICER (FOOD SECTOR)

EDAM ALFREEJ CO LTD. | SAIHAT CITY

- Manage the supplier selection process based on price, quality, support, capacity and reliability.
- Establish and maintain strategic relationships with key suppliers and vendors.
- Negotiate and manage purchasing agreements and contracts with vendors in support of regulatory requirements.
- Enter into vendor purchase agreements to ensure compliance with legal requirements and regulatory guidelines.
- Review inventory levels with appropriate departments and determine quantity and timing of shipments.

01-11-2020 – 31-12-2021

RESTAURANT MANAGER

BROTHERS STORY RESTAURANT | SAIHAT CITY

- Deliver superior service and maximize customer satisfaction
- Respond efficiently and accurately to customer complaints
- Regularly review product quality and research new vendors
- Organize and supervise shifts
- Appraise staff performance and provide feedback to improve productivity
- Estimate future needs for goods, kitchen utensils and cleaning products
- Ensure compliance with sanitation and safety regulations
- Manage restaurant's good image and suggest ways to improve it

01 AUG 2017 – 05-02-2020

PROCUREMENT COORDINATOR,

MAKAMIN OFFSHORE SAUDI LTD., ALKOBAR

- Contacted suppliers to obtain timely submission of engineering data and to follow-up on material.
- Compiled data needed to prepare the critical items such as the supplementary reports as required.
- Coordinated the accumulation of data from project expeditors and issued reports for the expediting.
- Coordinated with planning and scheduling, field material coordinators or jobsite project expeditors and construction to establish priorities, sequenced and required delivery dates and instructed suppliers.
- Maintained a working file of expediting related documents and memoranda of conversations to record.

25 FEB 2009 – 11 NOV 2010

ADMINISTRATIVE SECRETARY

FASCO DRILLING CO., DAMMAM

- Answer phone calls and redirect them when necessary.
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Prepare and disseminate correspondence, memos and forms.
- File and update contact information of employees, customers, suppliers and external partners.
- Support and facilitate the completion of regular reports.
- Check frequently the levels of office supplies and place appropriate orders.
- Document expenses and hand in reports.

EDUCATION & TRAINING

MAY 2017

B. BUSINESS ADMINISTRATION MANAGEMENT, EAST TENNESSEE STATE UNIVERSITY (ETSU)- USA

- Concentration: Logistics/Supply Chain Management GPA (3.3/4)

COURSES

APRIL 2020,

E - COMMERCE: SUPPLY CHAIN, DOROOB

- Completing the Course in E - Commerce: Supply Chain.

APRIL 2008

INTERNATIONAL COMPUTER DRIVING LICENCE – ICDL, AL-HUSSAN TRAINING CENTER

- Microsoft operating systems XP & Vista – windows 10
- Microsoft Applications (Word – Excel – PowerPoint - Internet)

SKILLS

- High level of organization
- Communication skills
- Mathematical skills
- Ability to work independently
- Computer skills
- Languages Skills: Arabic: Native - English: Very Good

PERSONAL INFORMATION

- **Date of birth:** 03 SEP 1988
- **Nationality:** Saudi