

Shomoukh Alshehri

BUSINESS ADMINISTRATION

CONTACT



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Eastern Province



27/10/1997



[LINKEDIN](#)

EDUCATION

Bachelor's in Business Administration

Imam Abdulrahman Bin Faisal university | 2020

COURSES

ISO9001 QMS Internal Auditor Training Course

RICI Co | 2024

Saudi Procurement Conference

Riyadh | 2023

Human Resource Course

Imam Abdulrahman Bin Faisal University | 2018

SKILLS

- MS office
- Communication
- Quick learner
- Teamwork
- Time management

LANGUAGES

- Arabic Language
- English Language

OBJECTIVE

Joining a professional work environment that enables me to develop my practical skills and gain new experiences. Also to be an effective member to achieve development success and to contribute to the development of the workplace.

WORK EXPERIENCE

Buyer - Purchasing department

Gulf Chemicals and Industrial Oils Co.

Jul 2023 - present

- Local and international purchasing, and updating supplier and service provider records.
- Using the Orion system to create purchase orders and track workflow from creation to delivery.
- Negotiating prices and evaluating the market for the best price and quality.
- Developing a strategy to assess suppliers based on factors like price, quality, delivery capability, payment methods, and geographical location

Procurement Management & Logistics

OMS Salari Co. | Oct 2022 - Jul 2023

- Prepare and update vendors list/suppliers
- Receiving and creating internal/external PO's
- Working on logistics suppliers platforms
- Coordinating and finalizing logistics operations
- Managing SAP system
- Working on SABER locally and internationally

Procurement And Contracts Officer

Atyaf Limited Co. | Nov 2020 - Sep 2022

- Purchasing at prices and quality that fit the company's budget
- Studying the market situation and building relationships with suppliers on a regular basis
- Submit a monthly and annual report on purchases and the percentage of expenditure from revenue
- Support in the human resources department, health insurance and talent acquisition
- Support in the marketing department and advertising campaigns