

Hana suliman Alqhtani

SUPPLY CHAIN MANAGEMENT

PROFESSIONAL SUMMARY

Supply Chain Management graduate with practical experience in logistics, pricing, and warehouse operations. Proficient in inventory control, supplier coordination, shipping documentation, and Excel-based data analysis. Thrive under pressure and deliver on deadlines. Eager to support logistics or procurement teams and improve efficiency.

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Address:

Khobar, Saudi Arabia

EDUCATION

Diploma in supply Chain Management | Graduated: Jan 2025

Imam Abdulrahman bin Faisal University

- Relevant Coursework: Principles of Management, Inventory and Warehousing Management, Customers Relationship Management, Procurement Management, Distribution and Transport Operations.

SKILLS

- Supply Chain Operations
- Incoterms
- Pricing and Supplier Negotiation
- Inventory and Warehouse Management ,
- Microsoft Excel
- Teamwork
- Time Management
- Prpblem Solving
- communication Skills
- Adaptability
- Fast Learning

WORK EXPERIENCE

Hosn Clinics | Feb 2025 - Present

Supply Planner | Jul 2025 - Present

- Forecast demand and plan inventory levels based on departmental usage and seasonal trends.
- Coordinate with procurement and warehouse teams to ensure timely replenishment of critical items.
- Analyze inventory reports and consumption patterns to optimize stock availability and reduce overstocking.
- Improve supply planning processes to enhance internal distribution efficiency across all branches.

Storekeeper | Feb 2025 - Jun 2025

- Managed the main warehouse for medical and cosmetic products, supplying internal branches.
 - Forecasted stock levels and ensured availability across departments.
 - Established the clinic's main warehouse, supporting quality and efficiency of the supply chain.
 - Entered physical inventory into the digital system for accurate records.
 - Used Excel extensively for tracking, reporting, and inventory analysis.
 - Handled receiving, documentation, and internal distribution.
 - Ensured stock accuracy and compliance with health and safety standards.
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COOPERATIVE TRAINING

Almajdouie Logistics | Sep 2024 - Nov 2024

Pricing Trainee

- *Assisted in pricing and shipment coordination tasks.*
- *Verified shipping documents and supported booking processes.*
- *Negotiated competitive shipping rates with suppliers.*
- *Analyzed logistics data using Excel to support decision-making.*

Starlinks | Jun 2024 - Aug 2024

Warehouse Operations Trainee

- Participated in daily warehouse operations and inventory tracking.
- Supported storage optimization and dispatch coordination.
- Contributed to smooth workflow under strict time constraints.

LANGUAGES

- Arabic
- English

CERTIFICATIONS AND TRAINING COURSES

- INCOTERMS MASTERCLASS - UDEMY | JUN2025
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