

SHAROUQ ALSHAMMARI

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Summary

Procurement professional with a Bachelor's degree in Finance and experience in RFQs, tendering, commercial evaluations, vendor coordination, contract support, purchase order tracking, SAP ERP, and supplier management. Experienced in supporting EPC procurement activities within oil & gas and aviation sectors.

Skills

Procurement | Strategic Sourcing | RFQs | Tender Management | Bid Evaluation | Vendor Management | SAP ERP | Purchase Orders | Contract Support | Commercial Evaluation | Reporting | Excel

Experience

Worley, Al Khobar

Procurement Officer | Apr 2026 – Present

- Assisted in preparing and issuing RFQs to approved vendors.
- Supported commercial bid evaluations and supplier comparisons.
- Tracked purchase orders and delivery schedules.
- Coordinated with internal teams to align materials with project timelines.
- Supported procurement documentation and SAP ERP tracking.
- Participated in supplier communications and meetings.
- Assisted in supplier compliance reviews and contract documentation.

Dammam Airports Company (DACO), Dammam

Procurement Specialist (Training Program) | Jan 2024 – Jul 2024

- Managed full tender lifecycle processes.
- Conducted commercial evaluations for multiple projects.
- Worked closely with internal stakeholders.
- Supported contract drafting and supplier negotiations.

Riyad Bank

Customer Service Intern

- Assisted customers with transactions and service requests.
- Supported daily banking operations and communication.

Education

Bachelor of Science in Finance

Prince Mohammad Bin Fahd University (PMU)

Certifications

- Certified International Procurement Professional (CIPP)
- Certified International Purchasing Manager (CIPM)
- Power BI Certificate

Courses

Financial Analysis (B) | Negotiation (B) | Operations Management (B) | Strategic Management (B) | Critical Thinking (A) | Communication (A)

Languages

Arabic: Native | English: Professional | German: Basic