
ALWALEED ALFARSHOTI

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PROFESSIONAL SUMMARY

Attentive Human Resources Assistant equipped with strong background in support roles. Monitors administrative needs and assists with daily and long-term HR duties. Also, Respectful Procurement Specialist with understanding of supply and demand and discerning eye for inventory level evaluation. Bilingual go-getter experienced in coordinating with vendors regarding logistics.

SKILLS

- HR policies
- Multitasking
- Procurement Strategies
- Microsoft Office 365
- Documentation management
- Administrative skills
- Supplier Performance Management
- Understanding of SAP
- Purchase order creation
- Shipment coordinating

WORK HISTORY

Supply Chain Officer, 01/2025 - Current

Soybean Crushing Company & Derivatives

- Improved supplier relationships through regular communication and collaboration, enhancing overall service quality.
- Coordinated closely with finance teams to monitor budgets and cash flow implications related to procurement activities.
- Maintained up-to-date database of suppliers, vendors and contracts to support accurate recordkeeping.
- Managed and tracked package transfers such as bills of lading, delivery receipts, packing lists and load tags.
- Tracked and managed transfer paperwork such as packing lists.
- Provided customers with status updates for tracked packages.
- Worked with customers to integrate processes and correct issues.
- Coordinated driver dispatch to accomplish daily delivery requirements.

Human Resources Assistant, 05/2022 - 12/2024

Excellent Solution Company For Catering Services – Yanbu, Medina Region

- Updated records with employee status, personal information and agreement term changes.

- Calculated and recorded monthly staff salaries and contractor payments.
- Processed month-end payroll for prompt staff payments.
- Kept physical and electronic personnel files regularly updated for accurate records.
- Delivered friendly assistance with new hires throughout interviewing and hiring processes.

Human Resources Assistant, 05/2019 - 07/2019

The Ocean Company – Yanbu, Medina Region

- Reviewed job applications to identify, vet and recommend optimal candidates for available positions, maintaining positive relationships with clients.
- Assisted with meetings and presentations within company.
- With passion for performing support duties and process work within HR department.
- Skilled at multitasking, handling appointments, organizing, and preparing reports and logs.

EDUCATION

Master of Science: Supply Chain and Procurement Management , 01/2024

University of Strathclyde - Glasgow, UK

- Dissertation in **A Comparative Study of Lean and Agile Supply Chain Strategies: Evidence from the Manufacturing Industry.**
- Coursework in Enterprise Resource Planning (SAP).
- Performance Measurement and Management.
- Spreadsheet Modelling and Demand Forecasting.

Bachelor of Science: Human Resources Management , 12/2021

Indiana University of Pennsylvania - Indiana, PA

- Double Major in Supply Chain Management
- Magna cum laude graduate
- Dean's List Spring 2019, Fall 2020, Spring 2021, Fall 2021.

Airbnb Company project (Required for University Degree)

- Analysis of Airbnb's business model.
- Analysis of Airbnb's core competencies.
- Stating of the customer value proposition.

CERTIFICATIONS AND LICENSES

- Certified International Procurement Professional- CIPP
- Risk Management and Analysis
- Project Management Fundamentals