

# ABDULLAH ALMULHIM

*Purchases Specialist*

## CONTACT

 055-497-5575

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 Dammam, Saudi Arabia

## EDUCATION

**University Of Dammam**

2012 - 2016

B.A. in Business Administration

## TRAINING COURSES

- Leadership and port management program - University of Salford in UK / 6 months
- General English language course - Institute of New College Group (NCG) in UK / 2 months

## SKILLS

- SAP
- Microsoft Office Applications
- Time management
- Communication skills
- Negotiation skills
- Problem-solving skills
- Organization and time management skills

## PROFILE

Performance-driven Purchasing Specialist with strong analytical, written and communication skills. Rapidly acquires and applies new knowledge and skills, and is able to focus on producing quantifiable results. Possess outstanding problem-solving skills; is organized, efficient, with the ability to work with and assist groups, as well as instruct others. Strong inter-personal skills; is also dependable, hardworking, and is a multi-tasked team player.

## WORK EXPERIENCE

PURCHASES SPECIALIST

**RAYA FINANCING COMPANY**

*June 2022 - May 2024*

- Submitting department requests and managing PR & PO through the Oracle system.
- Accreditation of superiors for approval of follow-up requests in the system.
- Submit the purchase order for payment to the finance department.
- Processed all purchase orders, negotiated contracts and agreements with suppliers, and generated detailed procurement schedules.

ADMINISTRATIVE COORDINATOR

**AHMED MUTAIB AL-SINAN AND PARTNERS COMPANY**

*April 2018 - June 2022*

- Manage and order office supplies
- Process and report on office expenses
- Receiving shipments from contractors.
- Closing the shipment in the SAP system.