

Reema Alfayez

Email: Alfayezreemaa@gmail.com | Phone: +966 508556289 | Khobar

OBJECTIVE

Developed strong analytical capabilities through academic projects and practical training, with foundational experience in business analysis and purchasing operations. Skilled in handling documentation, stakeholder communication, and process improvement, with a detail-oriented and proactive approach to organizational support.

EXPERIENCE

Supply Chain Officer | Saudi Technic Industries | Dec 2024 – Present

- Managed procurement using SAP and supplier portals.
- Maintained vendor records and professional communication.
- Coordinated with teams on material specs and delivery schedules.
- Prepared basic procurement reports for meetings and audits.
- Supported efficiency improvements in procurement processes.

Co-op Training – Business Analyst | National Housing Company | Jun 2024 – Aug 2024

- Analyzed business requirements and defined functional specifications.
- Created Business Requirements Documents and change request validations.
- Contributed to process mapping and improvement efforts.
- Supported solution implementation with follow-ups and reporting.

EDUCATION

Bachelor's Degree – Management Information Systems | Imam Abdulrahman bin Faisal University | 2024

- GPA of 4.1 out of 5

OTHER

● Courses:

- Power BI Certification – General Organization for Technical and Vocational Training | 2025
- Data Analysis using Excel – General Organization for Technical and Vocational Training | 2025
- Project Management Professional (PMP) – Training Course (40 training hours) | *King Fahd University of Petroleum and Minerals (KFUPM) – in collaboration with Human Resources Development Fund (HRDF)* | 2025

● Volunteer Experience:

- Public Relations – MIS Club | Imam Abdulrahman Bin Faisal University | Oct 2022 – Mar 2024
- Event Support | Joud Charitable Women Society | Aug 2022
- ZawiaTech Event | Joud Charitable Women Society | Nov 2020

● Graduation Project (YOUR GUIDE):

- A website that aggregates restaurants and cafes based on user location and budget, enhancing local discovery and dining choices.

● Skills:

- | | |
|--|---------------------------|
| - Procurement Tools (SAP & Supplier Portals) | - Problem Solving |
| - Project Management (Jira) | - Effective Communication |
| - Microsoft Office | - Negotiation Skills |
| - Business Analysis | - Time Management |
| - Data Visualization (Power BI) | - Multitasking Skills |
| - Analytical Thinking | |

LANGUAGES

- Arabic.
- English.