

Rashid Al-Lajam

Logistics and Supply Chain Management

ABOUT ME

Experienced logistics specialist with expertise in SAP, inventory management, procurement, and warehouse operations. Proficient in supplier negotiations and improving operational efficiency. Strong communication skills and committed to maintaining optimal inventory levels.

EDUCATION

Bachelor of Supply chain and logistics management LSCM

GPA: 3.5 out of 4 Second class honours | Jubail Industrial College / 2024

WORK EXPERIENCE

BUYER LOCAL & OVERSEAS

Arab Paper Manufactures (WARAQ) / Sep 2024 – Present

- Process Handling PR (Purchase Requisition).
- Process Handling MRP (Material Requirements Planning).
- Sending RFQs, after receiving quotations making commercial analysis after that making PO.
- Ensured timely delivery of goods to meet organizational needs.

LOGISTIC OFFICER, SUPPLY CHAIN (INTERNSHIP)

Saudi Aramco Jubail Refinery (SASREF), Jubail / Jan – July 2024

Inventory Standardization Group

- Converted planned orders into purchase requisitions (PR) based on the Materials Requirement Planning (MRP) system.
- Handled physical inventory documents.

Procurement Group

- Communicated with end-users and oversaw all purchase requests.
- Balanced inventory levels between minimum and maximum thresholds.
- Negotiated with suppliers and analyzed offers after receiving quotations (quantity, price, specifications, and delivery date).
- Converted purchase requests into purchase orders through SAP.

Logistics Group

- Received all purchase orders and prepared necessary documents.
- Sent emails and followed up with suppliers.
- Sent invoices to suppliers and prepared gate passes for them.

Warehouse Management

- Received, stored, and organized warehouse space.
- Managed inventory and scheduled labor.
- Issued materials as needed.



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Saudi Arabia

SKILLS

- Microsoft Excel
- ERP System Utilization
- Analytical Skills
- Technology Integration
- Relationship Development
- Negotiation
- Strategic Planning

COURSES

- Supply Chain Management
- E-commerce in Supply Chain

LANGUAGES

- Arabic
- English