

Name: Fahad Turki Fahad Alshammri

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City: Riyadh

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Objective:

Motivated and detail-oriented Purchasing Assistant seeking to contribute to a dynamic procurement team. Eager to support purchasing operations, maintain strong vendor relationships, and ensure timely and cost-effective acquisition of goods and services. Committed to accuracy, organization, and continuous process improvement to support company goals and supply chain efficiency.

Education:

- High School – 2017

Work Experience:

Purchasing Assistant – Half Million

September 2021 – September 2022

- Coordinated daily purchasing activities and communicated with suppliers to ensure timely delivery of required materials and supplies.
- Prepared purchase orders and tracked them from initiation to delivery.

- Verified the quality and quantity of received items, ensuring compliance with requested specifications.
- Entered purchasing data and updated records in the accounting and inventory systems.
- Assisted in negotiating prices and payment terms with vendors to achieve cost savings.
- Collaborated with internal departments to identify purchasing needs and prioritize procurement.
- Supported inventory organization and ensured adequate stock levels were maintained at all times.

Skills:

- Purchase order management
- Vendor negotiation
- Inventory monitoring
- Preparing and analyzing purchasing reports
- Proficiency in procurement software (e.g., SAP, Oracle, Excel)
- Effective communication with suppliers and internal departments
- Invoice and document verification
- Time management and prioritization
- Basic understanding of supply chain operations
- Team collaboration and cross-functional coordination

Languages:

- Arabic

- English