

PROFESSIONAL SUMMARY

Procurement Coordinator with hands-on experience in PR-PO processing, vendor communication, quotations, and ERP-based purchasing. Supported the rollout of the Future Log system at InterContinental Jubail and coordinated smoothly with multiple departments to ensure accurate purchasing operations. Bachelor's in Supply Chain & Logistics Management with experience in logistics and planning from SABIC. Seeking to grow in a corporate procurement or operations environment within the industrial sector

PROFESSIONAL EXPERIENCE

PURCHASING COORDINATOR	2025 – PRESENT
INTERCONTINENTAL HOTEL AND RESORT	
- Manage end-to-end local procurement cycle, ensuring compliance with company standards and timely processing of purchase requests, quotations, and purchase orders. - Coordinated with suppliers, storekeepers, finance, and operations teams to ensure on-time deliveries and reduce delays. - Conducted vendor evaluations, negotiated quotations, and supported cost-effective purchasing decisions. - Played a key role in rolling out the Future Log procurement system, ensuring smooth adoption across all departments and accurate migration of data. - Trained department users on PR and PO workflows, coordinated with IT and vendors for onboarding, and ensured accurate system migration. - Collaborated within a cross-functional team to achieve full system implementation within two months, enabling smoother purchasing operations.	
SUPPLY CHAIN PLANNING.	JUNE 2023 - SEP 2023
SABIC - GAS	
- Supported gas transportation operations within the grid system. - Practiced SAP system use for data entry and logistics coordination. - Assisted in planning truck loading schedules. - Participated in demand forecasting and risk management meetings. - Gained exposure to sudden demand handling and inventory control processes.	

EDUCATION

BACHELOR IN SUPPLY CHAIN AND LOGISTICS MANAGEMENT	2022
JUBAIL INDUSTRIAL COLLEGE	
GPA: Honors 3.56/4	
- Studied supply chain risk, sourcing. - Skilled in procurement and supplier management - Knowledge of TQM and process improvement - Studied inventory control, logistics, risk management, and supply chain sustainability - Focused on aligning supply chain with business goals	

SKILLS

Languages	Technical & Tools	Core Skills
Arabic – Native	ERP systems (Future Log, SAP basics)	Supplier Communication
English – Proficient	PR-PO Cycle	Vendor Evaluation
	RFQs & Quotations	Inventory Awareness
	Microsoft Excel & Word	System Implementation Support
		Cross-Department Coordination
		Cost Analysis & Negotiation
		Time Management