

SARAH ALMUTLAQ

FRESH GRADUATE



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Jubail industrial City

SUMMARY

I'm a Management Information Systems (MIS) student at Jubail Industrial College (JIC), graduating with Second-Class Honors (GPA: 3.6). Actively involved in the MIS Club, I've developed strong leadership and teamwork skills. With solid communication abilities and a fast learning pace, I'm seeking a co-op training opportunity to apply my academic knowledge in a real-world environment and gain practical experience.

EDUCATION

2020 Bachelor's Degree in Management Information Systems

2025 GPA: 3.64 / 4.00

Jubail Industrial College (JIC)

LANGUAGES

- English
- Arabic

SKILLS

Effective Communication

System Analysis Skills

Proficient in Microsoft Excel

Fluent in English

Web Design Skill (Figma, Adobe XD)

ERP Programming Skills (SAP, Oracle)

Skilled in programming languages (Java, PHP, HTML, CSS)

Teamwork and Collaboration

Power BI

ACHIEVEMENTS

- **Graduation Project** – Designed and developed a complete website, built a supporting database, and used advanced tools to enhance performance and user experience. (Second Bling) a website acting as an intermediary between jewelry sellers and buyers, aimed at promoting environmental sustainability by reducing the risks associated with mining precious metals.
- **Published Research** – Conducted a study on the impact of hazardous environments on employees and the importance of safety measures in companies to ensure worker well-being.
- **Designed an Advertising Poster for a well-known Company** – Created an innovative and eye-catching advertising poster for RAM Company, focusing on effectively conveying the brand's message through a professional and attractive design.

ACTIVITIES

- Participated in NASA Hackathon, collaborating on innovative tech solutions.
- Took part in the university's XPO exhibition, showcasing projects and innovations.
- Volunteered with Ithraa in Khobar, assisting in event organization and community activities.
- Member of the Business Club and MIS Club, actively engaging in club activities and events.

EXPERIENCE

Procurement Trainee – Corporate Services SABIC

Working in the Procurement Department under Corporate Services, handling contracts and categories related to business services. My role involves supplier communication, contract management, supporting negotiations, and developing dashboards to provide better visibility on spend and contract status.

- Supported in developing sourcing activities and preparing category-related reports.
- Assisted in managing supplier relationships and contract follow-ups.
- Conducted data analysis to provide insights on spend and contract performance.
- Processed PR to PO and created RFX in SAP SRM and SAP Ariba.
- Developed a dashboard to monitor contracts, spend, and expiration dates for better visibility.
- Participated in business meetings with end users and suppliers to support negotiations.

RECOMMENDATION

Dr. Ishaq Kalanther, PhD
Assistant Professor of Business Administration
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