

ZAHRA ALRIBH

SUPPLY CHAIN MANAGEMENT

PHONE: 0540022911 | EMAIL: Z.ALTRIBH@GMAIL.COM

Objective

Motivated Procurement Specialist with 4 years of experience, seeking to apply expertise in sourcing, vendor management, and cost optimization to drive efficient procurement and contribute to organizational success

Skills & abilities

- Data gathering and analysis.
- Cost Analysis.
- Effective with time management.
- Manufacturing Support.
- Planning and Organizing.
- Able to work under pressure.

PETRONASH ARABIA

Procurement Specialist | August 2023 – Present

- To review The Purchase requisition.
- To create RFQ in SAP and floating the enquiries to approved suppliers.
- Preparing comparison sheet, negotiation and creation of PO after reviewing term of price, quality and delivery.
- Follow up with Pos.
- Follow up with store GRs and with supplier for DNs and Invoices.
- Monthly Coast Saving Report.
- Negotiate contracts with suppliers and service providers to secure advantageous terms.

RASHED ABDULRAHMAN AL-RASHED AND SONS GROUP RAR

Procurement Specialist | February 2022 – July 2023

- Research potential vendors.
- Compare and evaluate offers from suppliers .
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Identify and select vendors and suppliers using criteria such as quantity and quality of products/services, price, and delivery date.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.

SIMPLE SOLUTIONS COMPANY

Procurement Coordinator | July 2020 – February 2022

- Coordinate with customers and suppliers.
- Find the best available deals and negotiate with suppliers for a better deal.
- Create price compression sheet for pre-ordering.
- Create PO and SO in the system.
- Monthly financial reports.
- Problem solving related to orders and customers satisfaction.

Education

Prince Mohammed Bin Fahd University

Bachelor Of Human Resource Management 2012 - 2017

Communication

Leverage strong communication skills to foster collaboration with vendors, stakeholders, and cross-functional teams, ensuring alignment on objectives and delivering high-quality results on time

Certifications

Supply Chain in E-commerce (2022)

References

Available Upon Request