

AHMED ALHAJJAJ

MIS

AHMED_ALHAJJAJ@HOTMAIL.COM – +966 56 513 8170 – Eastern Province, Saudi Arabia

Summary

MIS graduate currently working as a Logistics Officer, certified in CSCP and CISM. Skilled in data visualization and building interactive dashboards, with proficiency in advanced Excel functions (Pivot Tables, VLOOKUP, and complex formulas). Experienced in processing PRs & Purchase Orders in SAP, as well as monitoring inventory, and managing logistics operations. familiar with using ERP systems such as SAP & BY.

Education

Bachelor's degree in **Management Information Systems**, from Jubail Industrial College

Graduation: (October 2024) **GPA:** 3.23/4

Work Experience

Logistics Officer at National Unified Procurement Company (NUPCO) **Apr 2025 – Present**

- Oversee daily outbound shipments in BY WMS to ensure timely and smooth operations.
- Monitor inventory levels, identify fast- and slow-moving items with controllers to avoid shortages or overstock
- Manage stock transfers, track shipments using BY WMS, and handle shipment shortages.
- Reduce backorder rate for high-demand items by analyzing inventory data, adjusting reorder points, and improving replenishment planning to ensure timely availability and support revenue growth.
- Generate regular reports on logistics performance to support decision-making.

Internship at Dammam Airports Company (DACO) **Jun 2024 – Oct 2024**

- Managed end-to-end Purchase Requisitions (PRs) in SAP system for training-related expenses.
- Developed budget utilization report and presenting the KPIs in a meaningful way.
- Evaluated supplier quotations to select the best option based on company requirements.
- Designed and developed an interactive Excel dashboard using PivotTables including key KPIs and support data-driven decision-making.

Certificates

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| • Certified International Supply Chain Professional (CSCP) - IPSCMI | Aug 2025 |
| • Certified International Supply Chain Manager (CISM) - IPSCMI | Aug 2025 |
| • Microsoft Power BI Desktop for Business Intelligence - Udemy | Oct 2025 |

University Projects

- Developed an Inventory Management Dashboard to support data-driven decision-making.
- Implemented a full-cycle procurement process using the SAP system.

Skills

- **Technical Skills:** Data Analysis & Visualization, Reporting, Dashboard Development, KPI Monitoring, Supply Chain & Logistics Operations, Inventory Management, Excel, ERP Systems (SAP, Blue Yonder).
- **Soft Skills:** Communication, Team Collaboration, Problem Solving, Business Analysis, Stakeholder Management, Critical Thinking, Negotiation, Attention to Detail.

Languages

English (**Fluent**)

Arabic (**Native**)