

Maryam AlMuhammadi

Purchasing| Vendor Management| SAP And Oracle Portal

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I'm a goal oriented, proactive, committed professional with advanced expertise in supply chain. I'm looking for full time job in supply chain department where I can use my experienced, skilled, and gain more experience and skills.

Education

2020-12 Bachelor In Business Administration : With A Cumulative GPA 2.75 Out of 4

Prince Mohammed Bin Fahd University - Khobar, Saudi Arabia

Work History

2025-06 - 2026-04 Supply Chain Associate

Wood Company, Khobar, Saudi Arabia

Saudi Aramco Projects.

- Prepared projects cost estimates to support budgeting and procurement planning.
- Build excellent relation with vendors/suppliers.
- Managing vendor registration process.
- Create purchase requisitions in oracle system.
- Received quotations from vendors/suppliers.
- Fill CBE form.

2024-01 - 2025-03 Procurement Operator

Tecnimont, Khobar, Saudi Arabia - Milan, Italy

SATORP Amiral Project.

- Ensure collection of signed Non-Disclosure Agreements (NDA) from all vendors and record any official declines.
- Build and maintain excellent relationship with vendors and suppliers.
- Managing vendor registration processes using suppl Hi portal.
- Monitor and conduct PR's in SAP system.
- Create RFQ's using SAP Ariba portal.
- Negotiate about payment terms, items, quantities, prices, currency, delivery terms and contracts.
- Fill commercial bid evaluation form for managerial approval before create purchase order.
- Create PO's using SAP system.
- Complete credit application form to open an account with suppliers and vendors.
- Generate Procurement dashboard report.

2023-07 - 2023-11 Supplier Relation Specialist

Saudi Cement Company, Dammam

- Maintain and update suppliers information in the oracle system to ensure data accuracy.
- Coordinate and mange events.
- Managing vendor registration process (commercial register, vat, national address, bank details) using oracle system.
- Prepared and maintain supplier payments tracking.

2022-07 - 2023-01 Procurement Officer

Saudi Paper Group Company, Dammam

- Managing vendor registration processes.
- Monitor and conduct PR's.
- Receive quotations from suppliers.
- Create PO's in SAP system and submit to suppliers.
- Negotiate with suppliers about contracts to secure favorable terms and pricing agreements.
- Contact and deal with shipping companies to arrange the shipments.
- Follow up on suppliers delivery.
- Prepared and maintained purchase order tracking report ensure the timely of goods and follow up on supplier payments to support smooth purchasing operation.

2020-05 - 2020-07 Program Assistant Internship

Prince Mohammed Bin Fahd University , Khobar, Saudi Arabia

Certifications

2026-08	Supply chain leader - CSCL (15 hours) from International Management Certification.
2026-06	Supply chain foundation - CSCF (15 hours) from International Management Certification.
2026-05	Leadership and management skills for business - From Alison
2024-12	Understanding logistics - From Linked in
2024-11	Strategic pricing for products and services- from Linked In
2024-11	SAP ERP essential training - From Linked In
2021-06	Supply chain management - CSCM (30 hours) - from Center of human resource professionals for training

Skills

- Microsoft office (Word, PowerPoint, Excel, Outlook, Teams).
- SAP system , Oracle , SAP Arbia , Marine , Suppl Hi portal.
- Excellent communication.
- Problem solving.
- Work as teamwork or individual.
- Time management.
- Multitasking.
- Pricing negotiation.
- Vendor relationship management.
- Supplier sourcing.

Languages

Arabic	■■■■■■■
	Bilingual or Proficient (C2)
English	■■■■■■■
	Bilingual or Proficient (C2)