

MAZEN ALI ASIRI

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PROFILE

Recent graduate in Logistics and Supply Chain Management from Jubail Industrial College, trained at Saudi Aramco in contract management and procurement. Skilled in Microsoft Office, particularly Excel for data analysis and reporting, and proficient in ERP systems such as SAP and SAP Ariba. Detail-oriented, quick to learn, and eager to apply procurement and supplier management skills to add value in dynamic professional environments.

EDUCATION

Bachelor of Science in Logistics and Supply Chain Management

May 2025

Jubail Industrial College | GPA: 3/4

EXPERIENCE

(COOP) Training

Jan 2025 – May 2025

Saudi Aramco – TOC Procurement Department

- Verified and certified invoices to ensure accuracy and timely processing
- Prepared CRPOs, contract close-out, and amendments in compliance with company standards.
- Gained solid understanding of SAP and Ariba for procurement workflows of capital and non-capital materials.
- Gained solid understanding of procurement processes, including Purchase Requests (PRs), Purchase Orders (POs), and Requests for Quotations (RFQs).
- Collaborated with finance and contract stakeholders, enhancing communication and coordination skills.

COURSES

- Process Enhancements: Supplier & Contract Management
- Procurement Management
- Negotiation
- Crisis Management
- Project Management

SKILLS

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|---|--------------------------------|
| • Procurement & Contract Management | • Adaptability & Fast Learning |
| • Inventory Management | • Communication skills |
| • SAP & Ariba | • Attention to Detail |
| • MS Office (Word, Excel, PowerPoint, Access) | • Time management |
| • Documentation & Reporting | • Team Collaboration |

LANGUAGES

- Arabic
- English