

Nariman Dabash

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Career Objective

Strategic and detail-driven HR and Procurement leader with 15+ years of experience managing supply chain operations, talent acquisition, and administrative functions. Adept at optimizing workflows, controlling procurement costs, leading cross-functional teams, and enhancing customer satisfaction.

Personal Information

- Nationality: Jordanian
- Date of Birth: Oct 12th
- Gender: Female
- Marital Status: Married

Education

- B.A. in Economics – Al-Balqa' Applied University, Al-Salt, Jordan (November 2005)
- High School – Literary Stream – Ein Jalut Al-Shamela for Girls, Amman, Jordan (August 2001)

Professional Experience

Assistant Supply Chain Director

Almoosa Doors | July 2023 - Present

- Leading and optimizing full-cycle supply chain functions: strategic sourcing, procurement, logistics, inventory, and vendor negotiations.
- Managing the Windows Shutter product line across its complete lifecycle including quotation approvals, technical validation, sales order creation, and installation scheduling.
- Collaborating with production, finance, and installation departments to ensure delivery accuracy, installation quality, and customer satisfaction.
- Resolving complex customer concerns related to technical issues, delivery delays, and after-sales services, ensuring minimal disruption to service quality.
- Regularly reviewing supplier performance metrics and enforcing SLA compliance.
- Identifying cost-reduction opportunities and supply risks, applying mitigation strategies based on data-driven analysis.
- Implementing supply planning processes aligned with organizational demand forecasts.
- Training and mentoring team members to align with company standards and improve operational output.

Freelance Recruiter & Administrative Support

Self-employed | Aug 2012 - Jan 2023

- Recruited for technical and administrative positions across various clients.
- Executed end-to-end recruitment for administrative, technical, and mid-management roles.
- Developed job descriptions and sourcing strategies tailored to client needs.
- Screened CVs, conducted initial interviews, and coordinated follow-ups.
- Maintained applicant tracking spreadsheets and status reports.
- Built and maintained a network of candidates across various industries.
- Handled client communications, interview scheduling, and candidate feedback.
- Provided virtual administrative support, calendar management, and email handling.

Senior HR Officer

Intrasoft | Nov 2006 - July 2012

- Handled recruitment processes: sourcing, interviews, offer letters, and onboarding.
- Managed payroll and HR records using Oracle HRMS and ensured accurate monthly payouts.
- Processed employee insurance claims and liaised with providers for approvals.
- Delivered induction sessions for new joiners and supported orientation programs.
- Maintained compliance with labor laws and internal HR policies.
- Assisted in designing internal HR forms, policies, and workflow automations.
- Organized training workshops and performance review coordination.

Administrative Assistant

Intrasoft | Apr 2006 - Nov 2008

- Supported HR and executive teams with scheduling and documentation.
- Organized travel, meeting logistics, and inter-departmental communication.

Skills

- Strategic Supply Chain Management
- HR and Recruitment Processes
- Vendor & Stakeholder Negotiation
- Problem Solving & Risk Management
- Oracle HRMS and Microsoft Office Suite

Trainings & Certifications

- Business Writing
- Legal Aspects of Human Resources Management
- Administrative Assistant Skills

Languages

- Arabic: Native
- English: Fluent

References

Available upon request.