



AlHanouf AlGhanim

Senior Executive Assistant - Senior Supply Chain Specialist

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👤 PROFILE

Experienced and results-driven Senior Executive Assistant and Senior Supply Chain Specialist with 14 years of experience providing high-level support to C-suite executives in fast-paced, demanding corporate environments. Expertise in enhancing executive productivity through strategic calendar management, efficient coordination of executive activities, and clear communication management. Known for a proactive approach, strong organizational skills, Proven expertise in managing procurement cycles and logistics for senior executives and multi-departmental operations. Recognized for operational efficiency, accuracy, and confidential handling of sensitive supply chain and business data. Adept at cross-functional coordination to ensure timely and cost-effective supply outcomes aligned with executive goals

📁 PROFESSIONAL EXPERIENCE

Senior Executive to Parks President Office | Senior Supply Chain Specialist

Qiddiya | القدية

03/2024 – 05/2025

Riyadh, Saudi Arabia

Manages the Office of the Parks President, supporting executive operations and overseeing communications across a leadership team of 13 Vice Presidents

- Streamlined internal processes by filtering non-critical emails, proofreading presentations, and maintaining the President's daily agenda with strict confidentiality.
- Coordinated internal/external meetings, conferences, and executive travel logistics including accommodation, transport, and event support.
- Provided cross-functional administrative support to HR, Finance, and Project teams; maintained accurate records and correspondence.
- Oversaw procurement activities, monitored supplier performance, and implemented inventory strategies to ensure cost-effective, timely, and high-quality supply chain operations.
- Utilized **Aconex** to manage documentation workflows, track project correspondence, and ensure seamless document control across departments.
- **Achievement : Exemplary performance in collaborating with the Supply Chain Department to successfully complete ACONEX packages.**

MD Office Secretary – Supply & Committee Support

Sinad Holding

11/2023 – 02/2024

Riyadh, Saudi Arabia

Provided executive support and business planning assistance to the Managing Director and Executive Chair as part of a two-member Executive Support team; directly reported to the Managing Director.

- Delivered comprehensive executive and board-level support to the Managing Director, acting as board secretary for two BTAs and facilitating strategic planning, decision-making, and change management initiatives under the Executive Committee.
- Led high-level coordination of communications, meeting logistics, and documentation—preparing agendas, recording minutes, tracking action items, and handling official submissions as a spokesperson for internal and regulatory communications.
- Managed stakeholder relations and corporate events, representing the MD in cross-functional meetings, summits, and correspondence with board members, suppliers, and regulatory bodies.
- Provided critical HR administrative support, including recruitment, payroll, attendance tracking, training coordination, and compliance reporting, ensuring smooth internal operations and workforce alignment.

- **Achievement :** *Provided exceptional support to managers and co-workers, and increased overall team efficiency by 25%. Received a letter of appreciation from the Managing Director for the accurate publishing of meeting minutes.*

CEO Senior Executive Assistant - Finance Analyst

Lazem Holding Group

04/2023 – 10/2023
Riyadh, Saudi Arabia

Personal Assistant to the CEO, providing administrative support to the CEO, CFO, and five direct-reporting directors.

- Provided high-level administrative support to the CEO and over five direct reports, managing daily schedules, travel logistics, and confidential tasks across multiple office locations.
- Coordinated executive travel (local and national), handled detailed expense reporting, and personally accompanied the CEO on weekly in-state trips to liaise with the Group CEO and regional offices.
- Managed a high volume of communications—screening and responding to calls, resolving issues, and maintaining appointment schedules, including calendar coordination for Executive and Supervisory Board meetings.
- Liaised with external legal teams and internal departments to arrange senior-level meetings and ensure alignment across the executive leadership.
- **Achievement :** *Coordinated team events at the best yet economical locations, and consequently saved 35% in expenses..*

Johns Hopkins Aramco Healthcare (JHAH)

Senior Executive Assistant – Supply Chain Department

06/2016 – 03/2023
Dhahran, Saudi Arabia

Executive Assistant to the CEO of the Supply Chain Department, providing high-level administrative support to the CEO and operational support to a team of 150 staff members.

- Created, tracked, and processed **PRs, POs, change orders, and bid documents** for all medical and non-medical procurement activities.
- Supported a 150-person department with procurement documentation, vendor follow-ups, purchase tracking, and compliance reporting.
- Maintained spreadsheets and systems to track procurement status, delivery schedules, and vendor reliability.
- Collaborated with the finance team on budgeting for recurring vendor services and tracked delivery vs. invoice discrepancies.
- Initiated and maintained long-term supplier relationships, ensuring consistent quality and delivery timing.
- Managed logistics for inter-departmental requests including urgent supply needs and emergency procurement.
- **Achievement :** *Successfully maintained a zero Out-of-Stock (OOS) rate in operations for two consecutive years.*

Junior Executive Assistant – Purchasing Division

Saudi Aramco

02/2012 – 05/2016
Dhahran, Saudi Arabia

Junior Assistant to the Director of the Purchasing Department, supporting departmental operations and coordinating a team of 12 members.

- Provided full procurement cycle support to the purchasing team, including PR/PO management, logistics coordination, and inventory documentation.
- Prepared and submitted vendor registration documents and supplier qualification records.
- Created a centralized filing and tracking system for all procurement contracts and CAPEX project documentation.
- Facilitated the onboarding of new suppliers, ensuring compliance with Aramco purchasing policies.
- Scheduled procurement committee meetings, recorded meeting minutes, and tracked vendor-related action items.
- **Achievement :** *Led the successful execution of the CAPEX project as a MEMA Buyer, and was recognized with an appreciation letter from the CEO for outstanding performance.*

Actively worked on faculty-level committees—including the Executive Committee, Co-op Advisory Committee, General Group, and Chair/Director Nominating Committees—with key responsibilities in decision-making and governance.

- Acted as primary liaison for the Dean’s meetings with university leaders, community figures, and media.
- Managed the Dean’s calendar, appointments, and event planning, aligning internal and external commitments.
- Coordinated high-level meetings and ensured the Dean was well-prepared with relevant materials and briefings.
- Maintained an annual events schedule to support planning for leadership meetings, presentations, and performance reviews.
- **Achievement : Honored with a letter of appreciation from the Vice Dean for attaining the highest grade in the training year**

 SKILLS

- Procurement Coordination (PRs/POs/Bids)
 - SAP, ACONEX, Microsoft Office
 - Stakeholder Engagement and Relationship Building
- Vendor & Supplier Relationship Management
 - Executive Support Expertise
- Executive Supply Chain Support
 - Discretion and Confidentiality Management

 LANGUAGES

English

Arabic

 EDUCATION

MBA - Business Administration and Management American International Theism University, California (AITU-CA) Grade: 3.76/4.0	05/2020 – 05/2024
MBA – General Management European International University - Paris (Official) Grade: 3.6/4.0	04/2022 – 05/2023
Associate's degree, Medica Secretary & Transcription King Faisal University – Dammam Grade: 4.0/5.0	12/2005 – 10/2008

 CERTIFICATES

Master of General Managemaeht European International University - Paris (Official)	CIPP- Certified International Procurment Professional LEORON Institute	Warehouse operations and Management Meirc Training & Consulting
Microsoft Office Specialist (MOS)	Executive Assistant/PA Advanced Masterclass	