

MAIS ALGHAMDI

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EXPERIENCE

Industrial Valve Manufacturers

Jan 2025 - Present

Purchase Specialist

- Placed material demands for new projects
- Prepared purchase orders (POs) for both international and local suppliers, ensuring accuracy and timely delivery.
- Routinely communicated with suppliers to confirm delivery dates, negotiate pricing and terms, and ensure alignment with project timelines.
- Developed and maintained strong relationships with suppliers to ensure goods and services were delivered on time, within budget, and met required quality standards.
- Analyzed supplier quotations to ensure competitive pricing, compliance with quality standards, and best overall value for the organization.
- Monitored, expedited, and updated PO statuses using Excel and procurement systems to track progress, resolve issues proactively, and avoid delays.
- Provided regular updates on the status of material requisitions and deliveries.
- Collaborated closely with vendors and clients to coordinate the timely delivery of materials and equipment.
- Ensured all procurement activities complied with company policies, procedures, and relevant industry standards.
- Proficient in procurement software and Microsoft Office applications.

Nesma & Partners Contracting co

June 2024 - November 2024

Internship

- Routinely communicate with suppliers to ensure meeting purchase order delivery dates.
- Prepare a purchase request (PR) / purchase order (PO) tracking report.
- Collecting documents (Material Submittals) from suppliers.
- Follow up on the documents and ensure material submittals are approved by client according to the logs.
- Update local content reports for Goods & Services, Labor, Capacity building, Depreciation.
- Review the labor camp manager's monthly report to update labor transportation and overall budgets.
- Verify registration application form for vendors.
- Delivered and presented a weekly session to onboard suppliers on Nesma & Partners vendor registration process.

CERTIFICATES

Project Management Course

September 2023

By PMI

- Gained a strong foundation in project management, including the essential skills of initiation, planning, execution, and successful project completion.
- Successfully applied project management principles to my final graduate project, "Planting Platform".

Digital Marketing Course

September 2023

By Injaz

- Gained a comprehensive knowledge of digital marketing strategies, including Search Engine Optimization (SEO), Search Engine Marketing (SEM), content marketing, and social media marketing.

International General English Course 2022

July 2022 - August

By Britannia English Academy in Manchester

- Significantly improved English language skills, including grammar, vocabulary, and communication.
- Experienced British culture and customs first hand, which has helped to promote cross-cultural understanding.
- Actively participating in class discussions and group activities, demonstrating strong language acquisition and conversational English skills.

EDUCATION

SKILLS

Diploma of Supply Chain Management

Imam Abdulrahman Bin Faisal
University

- GPA: 4.17 / 5.0

- Project Management
- Flexible Team Worker
- Time Management
- Effective Communication
- Writing and Research
- PowerPoint, Word, Excel, Access

LANGUAGES

Arabic: Native
English: Fluent