

SADEEM TALAL AL-AAMRI

Procurement Specialist

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SUMMARY

Highly analytical and results-oriented Procurement Specialist with strong expertise in Odoo ERP system. Proven success in enhancing company-wide procurement operations, asset management, and financial record-keeping to support organizational growth. Hands-on experience in handling ARAMCO related projects, including direct coordination, compliance, and stakeholder communication. Strong in vendor and client engagement, end-to-end billing, and workflow optimization.

EXPERIENCE

Green Watt Energy

Procurement Specialist • Mar 2025 - Present

- Managing end-to-end communications with vendors and clients, overseeing the full lifecycle of billing, purchases, and order fulfillment to ensure seamless supply chain operations.
- Utilizing Odoo ERP and CRM systems to manage projects, tracking multi-regional sales and purchases and Improving process efficiency by maintaining organized documentation.
- Preparing and processing purchase and sales invoices, maintaining accurate financial records through Odoo.
- Maintaining and updating a centralized vendor and supplier database to support cost comparisons and procurement planning.
- Tracking company assets and inventory using Excel, overseeing asset allocation, usage monitoring and the assignment of required assets to team members.

Raya Financing Company

Marketing Specialist Trainee • 2023

- Gained practical experience in various marketing activities, such as content creation, social media marketing, email marketing, event planning, and market research.
- Tracked and measured the results of marketing activities and reported findings to senior marketing professionals.
- Contributed to the development of marketing materials, such as website management and social media posts.
- Developed strong analytical and critical thinking skills to identify marketing problems and opportunities.
- Analyzed 3rd quarter sales campaigns with exhibitions and agencies, dividing data by region and calculating financed cars and revenue per agency and branch.

EDUCATION

Imam Abdulrahman Bin Faisal University | Aug 2019 – Jan 2024

Bachelor's degree in marketing.

COURSES & CERTIFICATES

- CIPP | Blue Ocean Academy | 2026
- CIPM | Blue Ocean Academy | 2026
- CIPC | Blue Ocean Academy | **In Progress**
- Power BI | KFUPM | 2025
- Lean Six Sigma – Yellow Belt | Anexas | 2025
- Distinguished Accountants Program | EGRAR | 2025
- Marketing Communication | Ministry of Tourism | 2025
- Business Franchising | Riyadhah Platform | 2024

SKILLS & LANGUAGES

- **Soft Skills:** Document Control | Project Coordination | Logistics & Resource Coordination
- **Software:** Odoo ERP | Microsoft Office (Excel, Power BI) | Adobe Photoshop | Adobe Illustrator
- **Languages:** Arabic (Native) | English (6.5 in IELTS)