

IBRAHIM ALHJAR

Supply Chain | Procurement | Logistics | Government Relations

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PROFESSIONAL SUMMARY

Enthusiastic and creative Supply Chain & Procurement professional with positive outlook and a passion for optimizing operations within dynamic business environments. Seeking to contribute my skills and expertise in procurement, logistics coordination, and supply chain management to a forward-thinking organization. I bring hands-on experience in managing export shipments, sourcing high-quality products from diverse local and international suppliers, and ensuring timely and cost-effective procurement processes.

AREAS OF EXPERTISE

- Supply Chain
- Logistics
- Procurement
- Correspondence Management
- Team Leadership
- Operational Excellence
- SAP System
- Schedule Management
- POs Knowledge
- Stakeholder Relationship
- Government Relation
- Customer Services
- Travel & Itinerary Management
- Event Support
- Inventory Management

EXPERIENCE

Procurement Specialist

BATOOK Trading- Dammam

- Proficient in using the SAP system for managing procurement, purchase orders, and inventor **2023 - 2025**
- Builds and maintains strong client relationships to ensure customer satisfaction.
- Prioritize and monitor incoming communications, including emails and calls, to ensure timely responses and follow-ups.

Logistics Coordinator - Dammam

2021 – 2023

Kasab International Synergy Services

- Managed logistics coordination for export shipments and collaborated with government platforms to ensure compliance and efficiency
- Develop and streamline office procedures to enhance workflow efficiency and improve organizational productivity.
- Skilled in using the Quiwa platform for efficient task management and business operations.

Manager Assistant - Dammam

2019 – 2021

Marine Equipment Services Company

- Assisted the Manager in handling and promoting all international affairs and communications.
- Completed and submitted all required government documentation, ensuring company operations compliant, and well-organized.
- Experienced in supporting daily operations and decision-making as a reliable Manager Assistant.

Manager Assistant - Dammam

2017 – 2019

Samsung Electronics Company

- Oversee and coordinate the flow of supplies from the warehouse to the manufacturing unit.
- Monitor and manage career development initiatives and onboarding processes for new hires.

EDUCATION

High School - Natural Science

Arab Open University - Dammam

- Studying for a Bachelor of Business Administration (Still In Progress).