

Raghad Ghazwani

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OBJECTIVE

Develop practical skills and practical acquisition in the field of supply chain management. Dealing with suppliers and managing relationships effectively. Identify inventory management tools and techniques and analyse procurement needs to meet the company's needs.

EDUCATION

IMAM ABDULRAHMAN BIN
FAISAL. UNIVERSITY
Design college
2021-2022
Supply chain management
2022 - 2025

SKILLS

Effective Communication
Teamwork and Collaboration
Resource Planning & Needs Analysis
Returns and Expired Product Handling
Knowledge of Supply Chain Procedures
Monitoring Product Flow
Microsoft Excel & Google Sheets (Data Entry & Analysis)
Administrative Reporting
Document Filing and Invoice Organisation

WORKING EXPERIENCE

Asset Management Intern (Co-op Training)

Ministry of Human Resources and Social Development — Eastern Province, Saudi Arabia

Verified and audited assets assigned to employees in multiple departments.
Conducted physical inventory checks and ensured accuracy of asset registration.
Sorted and prioritized resource requests from various units.
Coordinated with department heads to assess and document needs.
Prepared needs reports for the administrative unit in the Eastern Province.

Receiving Supervisor & Inventory Assistant (Co-op Training)

Aswaq Al Othaim, Supply Chain Department Dammam, Saudi Arabia

Received and inspected products from suppliers to ensure quality and compliance.
Supervised the arrangement and organization of products in receiving areas.
Prepared return requests for expired or damaged items.
Organized invoices and documentation, and ensured timely submission to responsible departments.
Verified product details before display to maintain quality standards.
Ensured proper handling and storage of goods in accordance with safety procedures.