

Mujtaba Saleh Aljumaiah

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CAREER OBJECTIVE

I strive for excellence in my professional field by continuously learning and developing my skills. My goal is to become an expert in my field, where I can offer innovative and effective solutions to industry challenges. I aspire to work in a dynamic environment that allows me to have a positive impact and contribute to the growth and success of the company through inspiring projects that contribute to achieving the organization's strategic objectives.

EDUCATION

Diploma in Supply Chain Management | 2024

King Faisal University

EXPERIENCES

- **Receiving Clerk at Park Inn by Radisson | 2025/7/20 - Present**
 - Receiving and Inspecting Shipments
 - Recording and Updating Inventory
 - Storing and Organizing Materials
 - Issuing and Documenting
 - Inventory Counts
- **Purchasing Officer at Al-Shurooq Sports Club | 2024/10/7 to 2025/06/30**
 - Identifying Purchase Needs
 - Supplier Sourcing & Qualification
 - Contract & Price Negotiation
 - Issuing Purchase Orders (POs)
 - Shipment & Quality Monitoring
 - Supplier Relationship Management, and Supplier Performance Evaluation
 - Process Improvement, and Reporting
- **Trainee(Supply Chain Management)at S.K.M Air Conditioning LLC | Cooperative Training**

Gained valuable hands-on experience over a two-month period, structured as follows:

- **One month in the Procurement Department:**
 - Gained exposure to the complete purchasing cycle, from identifying needs to supplier sourcing.
 - Learned the fundamentals of issuing purchase orders and tracking shipments.
 - Participated in initial supplier evaluation processes.
- **One month in the Warehousing Department:**
 - Acquired an understanding of inventory management and warehouse organization.
 - Participated in receiving, storage, and dispatch operations.
 - Recognized the importance of data accuracy in tracking inventory movement.

TRAINING COURSES

- Certified International Procurement Manager (CIPM)
- Certified International Procurement Professional (CIPP)
- Effective Procurement and Supply Management | Technical and Vocational Training Corporation
- Supplier Relationship Management (SRM) | Elite Training Center
- Purchasing Management and Crisis Management Workshop | Elite Training Center
- Demand Forecasting and Planning Workshop | Elite Training Center

SKILLS

- | | |
|--|--------------------------|
| • Purchasing Cycle | • Leadership |
| • Strategic purchasing | • Organization |
| • Supply planning | • Planning |
| • Supplier Evaluation | • Coordination |
| • Supplier Relationship Management | • Time management |
| • Microsoft office | • Communication skills |
| • Production and distribution planning | • Supply chain planning |
| • Process improvement | • Supply Chain analysis |
| • Data analysis | • Procurement management |
| • Office Administration | • Problem solving |

LANGUAGES

- Arabic
- English