

Remas Alqahtani

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SUMMARY

Highly motivated Procurement Specialist with a diploma in Supply Chain Management and hands-on internship experience in purchasing, inventory control, and vendor coordination. Skilled in processing purchase requests, issuing material codes, and managing procurement procedures using SAP MM and other ERP tools. Eager to contribute to cost-effective sourcing and supplier relationship management.

SKILLS

- Enterprise Resource Planning (ERP).
- Communication and Negotiate
- Problem-Solving
- Purchase Order Management
- SAP MM (Materials Management)
- Microsoft office.
- Inventory & Stock Control
- Warehouse Management Systems
- Supply Chain

WORK EXPERIENCE

Saudi Electricity Company

Khobar, KSA

Intern, Procurement Support (Warehouse & Disposal Yards Department)

Jun 2024 – Aug 2024

- Participated in evaluating vendor proposals based on technical compliance and pricing criteria.
- Learned foundational elements of supplier negotiation, basic contract structure, and internal approval flow.
- Prepared and processed Purchase Requests (PRs) and Purchase Orders (POs) using SAP MM, ensuring timely procurement of materials.
- Collaborated with the central procurement office to verify material specifications and pricing before order placement.
- Supported the RFQ process by drafting request templates and coordinating with vendors for quotation submission. Quantify where possible.

Dammam Medical Complex

Dammam, KSA

Intern – Medical Warehouse Operations (Supply and Insurance Management Dept.)

Mar 2023 – May 2023

- Received inbound medical shipments as per MOH standards, handled manual offloading, and sorted cartons based on type and storage requirements.
- Classified medical supplies into cold storage (refrigerated) and dry storage, following proper labeling and health safety practices.
- Performed visual inspections on goods to ensure expiry dates, product integrity, and damage-free delivery before storage.
- Followed Ministry of Health protocols for manual documentation, completing required paper-based forms for inventory records and reporting discrepancies.
- Applied basic health and safety procedures including proper lifting, storage segregation, and warehouse cleanliness.
- Assisted in maintaining warehouse organization and prepared materials for internal departmental req.

CERTIFICATIONS

- International introductory Certificate in Logistics and Transport (IICILT) – Chartered Institute of logistics and Transport 2024
- Certified Business Professional (CBP) in Leadership ,International Business Training association (IBTA) 2024
- SAP Material management MM 2024
- Lean six sigma yellow
- Certified Associate in Project Management (CAPM), Project Management Institute (PMI) 2024
- Lean Six Sigma Green Belt 2024

EDUCATION

University of Imam Abdulrahman bin

Faisal University

Khobar, KSA

Bachelor, Business Administration.

Dec 2024 - Present

University of Imam Abdulrahman bin

Faisal University

Khobar, KSA

Diploma, Supply chain management.

Jul 2021- Aug 2024