

# Abdullellah Alshahrani

Dhahran, Saudi Arabia | +966 544474947 | [my.3sh95@gmail.com](mailto:my.3sh95@gmail.com) | [linkedin.com/in/abdullellah-alshahrani](https://www.linkedin.com/in/abdullellah-alshahrani)

## Professional Summary

Professional in the field of procurement and supply chain management with extensive experience in negotiating with suppliers and researching the best offers, along with continuous evaluation of procurement processes to improve workflow efficiency. Skilled in using Enterprise Resource Planning (ERP) systems like Oracle and Microsoft Dynamics to ensure smooth procurement operations. Capable of improving service levels and maintaining strong supplier relationships to maximize company benefits. Follows set policies and procedures to ensure compliance with quality standards. Able to positively impact business outcomes and achieve financial goals.

## Professional Experience

### Procurement Specialist | Abahsain-Cope Saudi Arabia Co. Ltd | June 2024 - Present

- Conduct thorough research and evaluations of new suppliers to ensure compliance with company standards.
- Negotiate with suppliers to obtain the best prices and terms.
- Use Oracle ERP to issue purchase orders and track transactions.
- Improve workflow and procurement processes based on performance evaluations.
- Manage procurement operations in alignment with company goals.

### Procurement Specialist | Arabian Rig Manufacturing (ARM) | March 2023 - September 2023

- Deal with logistical challenges to ensure adherence to delivery deadlines.
- Prepare price comparisons to assist in making purchasing decisions.
- Coordinate purchasing, receiving, and documentation of finished goods and materials.
- Use Oracle ERP and Glovia ERP for logistics and storage operations.
- Enhance the supplier selection process through ongoing research and evaluations.

### Procurement Coordinator | Arabian Rockbits & Drilling Tools Co. Ltd, Dammam, Saudi Arabia | November 2019 - March 2023

- Issue purchase orders and requisitions through ERP systems.
- Lead the quality team with contractors at a new facility.
- Maintain strong and lasting relationships with suppliers.
- Work intensively with Microsoft Dynamics ERP for procurement and requisition processes.
- Ensure all processes comply with established quality standards.

## Education

Higher Diploma | Jubail Industrial College | 2018

## Certifications

- Certified International Procurement Professional (CIPP) | IPSCMI | 2022

## Skills

**Personal Skills:** Time Management | Effective Communication | Problem Solving | Decision Making | Teamwork | Leadership | Critical Thinking | Negotiation | Adaptability | Mentoring | Organization | Relationship Management

**Operational Skills:** Resource Management | Data Management | Academic Writing | Project Management | Documentation | Data Analysis | Inventory Management

**Technical Skills:** Enterprise Resource Planning Systems | Excel | Microsoft Office | Database Management | Microsoft Office Tools | Windows | Presentation Software | Performance Monitoring | Presentation Tools | Email Tools | Online Interaction | Deep Learning | Text Processing

## Languages

- Arabic | English