
Eman Alsadah

PO Box 1285 Safwa 31921 | +966565660816 | eemmaann62@hotmail.com | Nationality: Saudi

Professional Summary

Highly motivated and results driven procurement specialist with 3 years of experience seeking a challenging role in a dynamic organization to contribute to its success through effective procurement strategies and strong analytical skills.

Education

BACHELOR | 2014-2018 | WEST TEXAS A&M UNIVERSITY IN THE UNITED STATES

- Major: Mathematics
- GPA: 3.15/4.0

HIGH SCHOOL DIPLOMA | 2012 | THE 2ND SECONDARY SCHOOL IN SAFWA

- Graduated with a general cumulative average 100%

Work history

ALRASHED INDUSTRIAL- PROCURMENT SPECIALIST

From Aug 2024- present

- Manage procurement process from beginning to end, including defining requirements, creating purchase orders, and negotiating contracts.
- Monitor and review supplier performance to ensure quality of goods and service.
- Collaborate with departments such as Finance and production to manage procurement activities with business operations to enhance overall project delivery timelines.

ALRASHED INDUSTRIAL- INTERNATIONAL PROCURMENT OFFICER

From July 2023- Jun 2024

- Manage all the procurement process from RFQ to delivery.
- Source and purchase “Raw materials, finished products, machines and spare parts” for production and operations.
- Negotiate and finalize contracts with supplier ensuring competitive pricing and terms.
- Developed and maintained strong relationships with suppliers to achieve goals and expectations regarding quality, delivery, and cost.
- Collaborated with cross-functional teams, including engineering, project team to assess best-value solutions.

RAQTAN GROUP- PROCURMENT OFFICER

From July/2022 – July2023

- Manage the end-to-end procurement process, including requisition processing, supplier selection, purchase order placement, and delivery tracking.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, and deliveries with supplier.
- Maintain strong relationship with supplier.
- Cost reduction

SHARHAN EXCHANGE- TELLER

· From July/2019 – March 2020

- Maintaining and balancing cash drawers and reconciling discrepancies.
- Tracking, recording, reporting, and storing information related to transactions.
- Assisting customers with currency exchange.
- Handling currency, transactions, and confidential information in a responsible manner.
- Submitting KYC for required transactions.

Skills & Abilities LANGUAGE

- Superior bi-lingual / bi-cultural (English & Arabic) communication and interpersonal skills contribute to effective drafting and editing initiatives.

TRAINING COURSES

- Thinking outside the box (2012)
- The 7 habits of highly effective people (2012)
- AML and Counter Terrorism Finance (2019)
- Stats for science (2018)
- Agri statistics (2018)
- Anti-fraud and forgery skills (2019)

VOLUNTEERING

- Faith Organization for the poor in the USA (2014)
- BSA Hospice for elderly people in the USA (2015)

COMPUTER AND PROGRAMMING

- Microsoft Office Suite “Word, Excel, PowerPoint”.
- ERP System “Oracle, JD”
- Microsoft Dynamics AX.
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OTHER SKILLS

- Hard worker
- Quick learner
- Work confidently under pressure
- Multicultural communication
- Analyzing data
- Attention to detail and accuracy
- Problem-solving skills

References Are available upon request