

SAMAH ALDAWOOD

Procurement management



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ABOUT ME

I am a detail-oriented team player with a passion for achievement, problem-solving, and organization. I believe in continuous learning and am committed to growing in the field of procurement and reaching higher levels of efficiency and impact.

EDUCATION

2017 -2020

Computer science

Imam Abdulrahman bin
fasil University

SKILLS

- Purchase order PO Sales order SO Management.
- Oracle ER System Odoo PO-SO Creation
- Supply chain coordination.
- Vendor communication and negotiation
- Shipment Booking & Tracking DHL , FedEx, WS1.
- Cost control & Budget Monitoring
- Data Analysis & Reporting.
- Time management & Multitasking.
- Team Collaboration.

LANGUAGE

- English
- Arabic

EXPERIENCE

2022-2025

Procurement Management - Logistic Coordinator

Simple Solutions trading and service

Saudi Arabia - Dammam 2nd industrial city

- Created and managed Purchase Orders (PO) and Sales Orders (SO) using Oracle ERP system
- Ensuring the safe and time pick-up and delivery of shipments
- Monitoring shipments. costs, timelines
- Communication and negotiations skills
- Overseeing all apply supply chain operations
- DHL & FEDEX & WS1 Booking request
- Identified cost-saving opportunities in procurement and logistics operations.
- Worked closely with finance, operations, and sales departments to align supply chain activities with business needs.
- Report all transaction has been made on purchasing using excel sheet.
- Coordinated logistics operations for smooth workflow.
- Liaised with customers to provide order updates and confirm delivery dates and requirements.

PROFESSIONAL CERTIFICATE

**Certified
international
procurement
professional
CIPP**

Issue date : 2025
Expire date : 2030
ID : CIPP225050529130

**Certified
international
procurement
manager
CIPM**

Issue date : 2025
Expire date : 2030
ID : CIPM2250537276