

Rahmah Omran Al Shurafa

Procurement & Supply Chain Specialist

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Professional Summary

Procurement & Supply Chain Specialist with hands-on experience in procurement operations, supplier coordination, inventory management, and logistics within a manufacturing environment. Skilled in managing purchase orders, negotiating with suppliers, tracking shipments, and supporting production requirements to ensure operational continuity. Proficient in SAP ERP, WMS, Excel, and Power BI with strong analytical, communication, and problem-solving abilities. Passionate about optimizing procurement processes, reducing delays, and improving supply chain efficiency.

Professional Experience

SKM Air Conditioning LLC – Procurement Buyer

2nd industrial city in Dammam, KSA | Oct 2024 – Present

Manufacturing Industry | HVAC Sector

- Manage procurement activities and purchase orders based on inventory levels, production requirements, and business demands.
- Coordinate with local and international suppliers to ensure timely delivery of materials and urgent requirements.
- Negotiate pricing, lead times, and commercial terms with suppliers to support cost optimization initiatives.
- Track shipment status and follow up on pending orders to maintain smooth supply chain operations.
- Prepare weekly procurement reports and provide updates regarding supplier performance, order progress, and delivery risks.
- Coordinate with finance department regarding supplier payments and documentation processes.
- Support production continuity by ensuring material availability aligned with manufacturing schedules.

Starlinks Company – Supply Chain & Warehouse Intern

Dammam, KSA | 2024

- Supported inbound and outbound warehouse operations, including shipment receiving and order handling.
- Performed stocktaking activities and maintained organized inventory documentation and records.
- Utilized Warehouse Management System (WMS) for order tracking, POD processing, RFID monitoring, and status updates.
- Assisted in locating inventory items and monitoring order flow to ensure operational efficiency.
- Followed warehouse safety procedures and collaborated with team members to support daily logistics operations.

Arzag plus – Logistics Intern

Dammam, KSA | 2023

- Assisted in warehouse and inventory operations, including shipment receiving and order processing.
- Prepared daily and weekly operational reports related to orders, sales performance, and product tracking.
- Coordinated with suppliers and customer service team to resolve order-related issues efficiently.
- Registered shipment invoices and maintained accurate system records.
- Supported order confirmation processes and inventory monitoring activities.

Education

Associate Degree in Supply Chain Management

Imam Abdulrahman Bin Faisal University
Second Class Honors

Dammam, KSA | 2021 – 2024

Professional Skills

Technical Skills: Procurement Operations, Supplier Relationship Management, Logistics Coordination, Purchase Orders Management, ERP Systems (SAP, Infor), WMS, Microsoft Excel, Power BI.

Soft Skills: Negotiation, Communication, Problem Solving, Time Management, Cross-functional Collaboration, Attention to Detail

Certifications & Professional Development

- Certified International Procurement Professional (CIPP)
- Certified International Procurement Management (CIPM)
- SAP ERP Essential Training
- Power BI Data Analysis
- Advanced Excel
- Negotiation Skills
- Cost Reduction Strategies
- Supply Chain in E-Commerce
- Building Supplier Relationships
- Supplier Evaluation & Management

Honors and Awards

- Best Employee of the 3rd Quarter for procurement department in 2025.