

DEEMA TUWAILA ALSHAMMARI

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Objective

Looking for a stable work environment and well-established organization that will help me for my career development.

Education

2009 – 2015 Bachelor of Arabic language Dammam, Saudi Arabia

Imam Abdulrahman bin Faisal University

2022-2024 Cyber security diploma, Saudi Arabia

Learning of Academy

Dammam, Saudi Arabia

- **May 2022 – October 2024 E-commerce Purchasing coordinator at Al-Rashed Tires Company.**

- **Supplier Management:** Identify and negotiate with suppliers to ensure the best prices and quality for products. Maintaining strong relationships with suppliers and vendors to ensure reliable delivery of goods. Evaluate supplier performance and manage contracts.

- **Inventory Management:** Monitor inventory levels to ensure adequate stock for fulfilling orders. Coordinate with warehouse and logistics teams to manage stock levels and reorder products as necessary. Use inventory management systems to track product availability and movement.
 - **Order Processing:** process purchase orders accurately and ensure timely delivery of products. Verify receipt of goods and manage any discrepancies with suppliers. Coordinate with finance to ensure accurate payment processing and invoice management.

- **Product Management:** Assist in the selection and sourcing of new products to expand the product line. Ensure product information is accurate and up to date on the e-commerce platform. Work with the marketing team to promote new and existing products.

- **November 2024 – Present Purchasing officer at Saudi Comedat Company.**

- Handling all Procurement process for all incoming requests.
 - Follow up with vendors and suppliers.

- Review approvals from end user's department.
- Raising POs to all public relations department that are dealt with.
- Maintain shared folder for all PR's & PO's which are to be updated upon receipt.

Qualifications & Courses

Khobar, Saudi Arabia

- English course at Gulf Institute.

Skills

- Most of Microsoft office programs 2010 up to office 365.
- Good in English.
- Team player
- Ability to work under pressure.
- Self-confident / quick learner.
- Research & data gathering skills.
- Relationship Building / People Oriented. • Excellent communication skills
- Environmental awareness.