
MUNEER ABDU

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PROFESSIONAL SUMMARY

A fresh graduate majoring in Supply Chain Management from Yanbu Industrial College, equipped with a solid understanding of Supply Chain and Logistics, complemented by hands-on training at SAMREF in materials management and purchasing processes

WORK HISTORY

Coop-student, 06/2024 - 09/2024

Saudi Aramco Mobil Refinery Company Ltd - Yanbu, Saudi Arabia

Materials and Warehouse

- Optimized inventory levels by executing Material Requirements Planning , aligning stock with demand and ensuring timely availability of goods
- Assisted Material Control Group with material orders by analyzing item movement and creating PRs for warehouse stock replenishment
- Managed goods receiving, inspected incoming materials from both local & international suppliers, and ensured acceptance or rejection based on specifications
- Managed goods issuance, materials issuance to Benefiting Departments, inventory counts, and storage organization to ensure smooth operations

Purchasing and Logistics

- Assisted in processing POs for materials, ensuring compliance with technical specification and timely purchasing
 - Assisted in preparation of RFQs to secure competitive pricing from potential vendors
 - Assisted in vendor registration and pre-qualification processes
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SKILLS

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| • Critical Thinking | • Negotiation Skills |
| • Detail-Oriented and Highly Organized | • Supplier Relationship Management |
| • Regulatory Compliance | • Cost Management |
| • Team Player | • Materials Management |
| • Interpersonal Proficiencies | • SAP |
| • Time Management | • Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) |
| • Purchasing Management | |
| • Strategic Thinking | |
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EDUCATION

Bachelor of Science: Supply Chain Management, 09/2018 - 11/2024

Yanbu Industrial College - Yanbu, Saudi Arabia

CERTIFICATIONS

- Certificate of Completion, Cooperative Training Program, SAMREF
- SAP Logistics - Transformation from SAP ERP to SAP S/4HANA
- Young Adult Program, International Language Academy of Canada