

# Jamal Ahmed

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Jeddah, Saudi Arabia

## PROFESSIONAL SUMMARY

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Results-driven inventory and procurement specialist with a Bachelor's degree in Computer Science and hands-on experience managing inventory through ERP systems. Skilled in purchase order creation, supplier coordination, stock reconciliation, and data accuracy. Known for supporting cross-functional teams, streamlining procurement processes, and solving technical issues using my IT background. Eager to contribute to efficient supply chain operations and deliver value to forward-thinking organizations.

## WORK EXPERIENCE

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### Inventory Control & Procurement Specialist

Mar 2023 - Present

Furniture Leaders • Jeddah, Saudi Arabia

- Managed inventory using ERP systems to ensure stock accuracy and timely availability.
- Generated purchase orders for local and international suppliers, maintaining optimal inventory levels.
- Prepared proforma invoices to support client order confirmations and financial processing.
- Conducted regular stock counts and reconciled system data with physical inventory.
- Maintained supplier and product databases for efficient tracking of pricing, lead times, and availability.
- Followed up with suppliers to confirm orders and resolve shipment delays.
- Assisted in procurement planning to support uninterrupted supply chain operations.
- Collaborated with accounting for data entry and financial record updates.
- Supported colleagues with troubleshooting technical issues by leveraging IT and ERP knowledge.
- Contributed to process improvement initiatives focused on inventory and procurement efficiency.

## EDUCATION

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### Computer science (Bachelor's degree)

Feb 2018 - Sep 2022

Asia Pacific University of Technology & Innovation (APU) • Kuala Lumpur, Malaysia

I hold a Bachelor's Degree in Computer Science from Asia Pacific University (APU) in Kuala Lumpur, Malaysia. The program emphasized software development, databases, and web technologies, with hands-on projects that built my problem-solving, teamwork, and communication skills. Studying in an international environment strengthened my adaptability and exposed me to tools like GitHub, cloud platforms, and Agile methods.

## SKILLS

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- Inventory Control & Stock Management
- ERP System Operation
- Purchase Order Creation & Processing
- Proforma Invoice Preparation
- Supply Chain Coordination
- Stock Count & Reconciliation
- Vendor and Supplier Communication
- Data Entry & Record Keeping
- Microsoft Excel (Data Sorting, VLOOKUP, Pivot Table)
- Procurement Planning Support
- Documentation & Report Preparation
- Shipment Follow-ups & Order Tracking
- Problem Solving & Technical Troubleshooting
- Team Collaboration & Cross-Department Support
- Strong Attention to Detail
- Time Management & Multitasking

## ADDITIONAL CERTIFICATIONS

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- Introduction to Social Media Marketing – Meta (Coursera)
- Fundamentals of Digital Marketing – Google Digital Garage
- Fundamentals of Social Media Advertising – Meta (Coursera)
- Get Started with Adobe Illustrator – Coursera
- Crafting Exceptional GPTs with ChatGPT – LinkedIn Learning