

ABDULELAH ALDARMI

Procurement Specialist , CIPP , CIPM

CONTACT

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OBJECTIVE

Looking for an opportunity to build my career in an environment where I can develop my knowledge, skills and put my best efforts and to contribute for the growth of the organization.

COMPUTER SKILLS:

Microsoft Office software; Excel, Word and PowerPoint.

PERSONAL SKILLS:

Problem solving

Adaptable

Proactive

COURSES

- **CIPP** (2024)
- **CIPM** (2024)
- Lean Six sigma (2023)
- Purchasing and Procurement (2022)

EDUCATION

Imam Mohammad Ibn Saud Islamic University, Saudi Arabia

Bachelor's degree in Social Work

2016 – 2020

Nationality: Saudi

Residence: Riyadh

Languages: Fluent in English
and Native in Arabic

WORK EXPERIENCE

Defense Enterprise For Military industries - Procurement Specialist

Mar 2023 – Present

- Working closely with project managers to understand the details of procurement requirements.
- Review the technical specifications and conditions of requests submitted from different departments.
- Manage and Monitor Tenders and Bidding process.
- Ensure that Operational process is in accordance with Procurement Policy & Procedure.
- Negotiating terms with suppliers such as Quality of Goods, Expectations, Deadline and Price

CCC by STC | Tawakkalna - Service Recovery Specialist

May 2022 – July 2022

- Analyzing current situations and evaluate frequent problems to recommend a solution for higher management.
- Reporting feedback on performance of customer service team to the Supervisor.

CCC by STC | Tawakkalna - Customer Service

Dec 2021 – May 2022

- Managing large amounts of incoming calls.
- Handling customer complaints, providing appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- Learning about the new developments and remaining up to date with any changes.

Alber Charity - Internship

Feb 2019 – Sep 2019

- Digital archiving by managing documents and recording them into the charity's database.
- Ensuring that all processes relating to incoming donations are in line with the procedures.
- Reviewing donations in the inventory and prepare them for distribution.