

Sana Omar Khan

International Logistics Management Bachelor

Nationality: Bahraini

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Professional Summary

Results-driven and Details-oriented Graduate with a Bachelor's degree in International Logistics Management with international exposure across freight operations, procurement, and inventory control. Currently supporting civil infrastructure and terminal development at Saudi Global Ports, where I coordinate cross-functional procurement activities, vendor communications, and logistics documentation using Oracle Fusion and Oracle HCM. Proven ability to manage purchase orders, supplier relations, and contract processes in alignment with global logistics standards. Well-equipped to contribute to multinational teams and fast-paced global logistics environments.

Experience

- Executive Administrator in Civil Projects & Terminal Development Department at Saudi Global Ports – King Abdulaziz Sea Port (Dammam)

As an Executive Administrator for the Civil Projects Department, I work closely with Procurement department, Finance, and Engineering Store to handle the issuing of Purchase Requisitions and Purchase Orders for the Civil Projects using (Oracle Fusion). In addition to contacting suppliers, contractors and PRD for the ordered equipment, port permits, contracts creations (Scope of Work, Wave of Competition, Quotations), and contract extensions. Support the department's staff with HR policies and procedures using (Oracle HCM).

Responsibilities related to the Director of the Civil Projects Department like following up with governmental letters, staff appraisals, minutes of meeting and presentations.

From 20 March 2024 – Present

- Part time Guest Relations with Aramco before & during the IPTC conference - EXPEC & Dharan Expo (Dammam)

From 1/2/2024 to 14/2/2024

- Procurement and Inventory Control, Graduation Project & Training Program Placement – Bahrain (Bapco)

From 1/10/2023 to 1/12/2023

- Ticket scanning with Platinum List during the IHF Super Globe Handball - Green Hall (Dammam)

From 7/11/2023 to 12/11/2023

- Ticket scanning with Platinum List during Mohamed Abdu Concert – Dhahran Expo

In 24/4/2023

- Organizer & Presentative for the hosting company Smart Vision at the Fintech and Crypto Summit - Bahrain

From 15/2/2023 to 16/2/2023

- Marketing for Completion Energy Company at Iktva (Global energy supply event) – Dhahran Expo

From 31/1/2023 to 3/2/2023

- Organizer with Bahrain Ministry of Transportation and Telecommunication – Bahrain Airshow 2022. Visa issuing, Organizing, Information disk.

From 27/10/2022 to 11/11/2022

- Marketing & salesperson for Sayparfaih during Perfume event - Dhahran expo (Dammam)

From 2/7/2022 to 5/7/2022

- Passenger Services at Swissport - King Fahad International Airport (Dammam)

Customer services, Check-in, Excess Baggage, EMD, Office work.

From 12/9/2021 to 12/3/2022

Education

(High school) Second Secondary School Alkhobar – Saudi Arabia

Graduated in 2019 with a GPA of 99.4

(University) Bahrain Polytechnic – Bahrain

CILT International Diploma in Logistics and Transport (2022)

Bachelor of International Logistics Management (2024)

Graduated in 2024 with a GPA of 3.39

Skills

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| - Fluent in Arabic (Speaking & Writing) | - Fluent in English (Speaking & Writing) |
| - Microsoft & Office 365 | - Oracle Fusion & HCM |
| - Communication | - Teamwork |
| - Fast Learner | - Critical Thinking |
| - Work under pressure | - Organized & Time Management |
| - Problem Solving | - Innovation |
| - Presentation | |

Certifications & Licenses

- ❖ Master Production Scheduling, Machine Capacity Planning, Material Requirement Planning, Distribution Requirement Planning (2025)
- ❖ SAP for Beginners Course | SAP ERP with Practice Training (2025)
- ❖ IMC Certifications, Certified Lean Six Sigma Green and Black Belt (2025)
- ❖ Leoron Institute, Certificate in Strategic Business Acumen (2024)
- ❖ Leoron Institute, Certificate in Innovation and Entrepreneurship (2024)
- ❖ NBO, Certificate in Executive Presentation Program (2024)