

ATHEER ALRADHI

+966 53 378 0905 • Atheraaa.97@gmail.com • Dammam, Eastern Region

Assertive Procurement Specialist known for effectively managing supplier relationships and driving cost-saving initiatives. Proactive in identifying opportunities for process improvements and ensuring timely delivery of materials. Forward-thinking approach to procurement strategies and vendor negotiations. Strong communication skills facilitate seamless collaboration across departments and stakeholders.

Education

Bachelor's degree in Islamic Studies

Imam Abdulrahman Bin Faisal University

January 2020

Experience

Procurement Specialist

AL ABDULKARIM HOLDING COMPANY

October 2023 - Present

- Managed inventory levels by tracking stock movements into and out of warehouses.
- Receiving the purchase order from the sales department, checking the inventory.
- Research and compare the suppliers and choose the most suitable according to the appropriate quality standards.
- Follow-up with the supplier and coordination with the warehouse.
- Maintained relationships with vendors by providing support throughout the procurement process.
- Created, maintained and updated purchase orders using an enterprise resource planning system.
- Resolved any discrepancies between invoices received from suppliers versus purchase orders issued by the organization.
- Reviewed quotations submitted by vendors against established criteria before awarding contracts.
- Facilitated communication between vendors and departments regarding product availability, order status or discrepancies.
- Maintained accurate records of all purchase orders, invoices and payments in an organized manner.
- Identified alternative sources of supply when needed during emergency situations or unexpected delays.
- Worked closely with finance department staff to ensure proper accounting procedures were followed.
- Create, edit, and manage transfer orders within Dynamics 365, ensuring accuracy in item quantities, source and destination locations, and requested transfer dates.
- Thoroughly review transfer order details for accuracy and completeness.
- Assign transfer orders to warehouse staff for picking, packing, and delivery.
- Closely track the status of transfer orders, identifying any delays or issues and promptly communicating them to relevant parties.

Patient Relations Officer

ALWAJHA MEDICAL COMPLEX

February 2023 - July 2023

- Review patient accounts, identify delinquent accounts, and collect overdue payments.

- Contacted patients and informed them of offerings and replied to FAQ's.
- Printed and oversaw medical reports that pertain to patients.

Customer Care Officer

RAM MEDICAL

February 2022 - February 2023

- Patient intake of paperwork, setting appointments, sending and receiving correspondence, and data entry.
- Assist patients with filling out patient history, consent, and payment contract forms.
- Receive and process cash and credit card payments for medical services rendered.
- Answer, investigate, and direct patient inquiries or complaints to the appropriate medical staff member.

Skills

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| <ul style="list-style-type: none"> • Purchasing processes • Data analysis • Proficiency in Oracle • Communication skills • Organizational skills | <ul style="list-style-type: none"> • Cost analysis • Proficiency in Microsoft Office • Teamwork and collaboration • Quick learner • Problem-solving aptitude |
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Certifications

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| <ul style="list-style-type: none"> • Skills to succeed in the job market. • Conversation in English language. • Stress management course. | <ul style="list-style-type: none"> • English language Course. • Effective recall training workshop. |
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Languages

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| <ul style="list-style-type: none"> • Arabic
Native | <ul style="list-style-type: none"> • English
Intermediate |
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References

References available upon request