

ANESA TURKISTANI

Jubail IC - Saudi Arabia

anesa_0@hotmail.com

+966567578565 www.linkedin.com/in/anesa-abdullah

WORK EXPERIENCE

Procurement Coordinator - Energia Model General Contracting Co.

Sep 2020 - Sep 2023

- Identify the company's materials and service requirements and prepare a list of potential vendors.
- Conducting inquiries and receive quotations from vendors.
- Evaluating offers and negotiating prices and conditions.
- Prepare purchase orders and send them to the vendors.
- Ensure purchase order close out with vendor rating.
- PO and Delivery tracking.
- Prepare regular report on pending delivery.
- Maintain and regularly update supplier records and register new vendors.
- Fill credit application of the vendor with supporting documents.
- Maintain purchase records and other important data.
- Coordinate with store staff for Invoices receipt to process for payment.
- Work closely with Store, Operations, Finance and project management teams to align procurement strategies.
- Handle petty cash purchases invoices.

CO-OP trainee - Royal Commission

Sep 2019 - Dec 2019

- Redesign projects, Field/site visit, cost estimation.
-

EDUCATION

2014 - 2019

Bachelor Of Interior Design

Jubail University Collage

CERTIFICATIONS & COURSES

- Supply chain & Logistics Operations Management - Exclusive Technology Training Centre. **2024**
 - Purchasing and Warehouse Management - Exclusive Technology Training Centre. **2024**
 - Importation & Exportation Management - Exclusive Technology Training Centre. **2024**
 - Diploma of modelling and visualisation Techniques - XYZ Academy **2019**
-

SKILLS

- Enterprise resource planning (ERP) system
 - Micro-Soft Programs
 - Auto-Cad, 3D MAX program
 - Quick learner
 - Team Work
 - Multitasking
-

LANGUAGES

- Arabic - Native
- English - Fluent