

Salha Alqahtani

Supply Chain Management

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EXPERIENCE

SAUDI ARAMCO

January – July 2025

- Coordinated with internal units such as IKTVA, Procurement, and the Qualification Unit to streamline supplier onboarding processes.
- Created tracking lists with excel and managed supplier profiles to ensure effective follow-up and documentation (CPs).
- Prepared and organized meetings and inauguration forms to schedule supplier sites visits and gather essential information.
- Negotiated with suppliers regarding visit schedules, payment terms, meeting arrangements, and contract preparations.
- Represented the company as an official exhibitor in the Supplier Onboarding Zone at SIF 2025 and organized the event internally.
- Attended the IKTVA Forum to gain local content insights and enhance supplier engagement strategies.

CERTIFICATES

Project Management Course By PMI (Project Management Institute) February 2025

- Gained a strong foundation in project management, including the essential skills of initiation, planning, execution, and successful project completion.
- Successfully applied project management principles to my final graduate project (حكايتي)

EDUCATION

Diploma of Supply Chain Management

Imam Abdulrahman Bin Faisal University

SKILLS

- | | |
|---------------------------|--|
| • Project Management | • Microsoft Office |
| • Flexible Team Worker | • PowerPoint, Word, Excel, Access |
| • Time Management | • Logistics and Supply Chain Knowledge |
| • Leadership | • Multitasking Abilities |
| • Effective Communication | • Problem Solving |
| • Writing and Research | |

LANGUAGES

Arabic: Native

English: Fluent