

Nawaf Aldossary

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Riyadh - Saudi Arabia

EDUCATION

Imam Mohammad Ibn Saud Islamic University

Bachelor's degree in Business Management

Graduation Date: August 2024

GPA 4.67

EXPERIENCE

Procurement Specialist at (Candira) | December 2024 - Present

- Receiving and entering various purchase invoices for the company.
- Providing diverse external price offers to suppliers.
- Following up on the receipt of raw materials with the warehouses.
- Conducting periodic market analysis for purchases to identify new trends and changing prices.
- Performing regular evaluations of suppliers based on product quality, pricing, and adherence to delivery schedules.

Intern at General Department of Education in Riyadh | 2 Months

Finance and Procurement

SKILLS

- The ability to effectively negotiate with suppliers to secure the best prices and terms.
 - The skill to communicate effectively with suppliers and colleagues to ensure a smooth flow of information.
 - The ability to accurately organize and manage invoices and offers.
 - The skill to build and maintain strong relationships with suppliers and warehouse personnel.
 - The ability to effectively organize and manage time to meet deadlines.
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COURSES

Financial Statement Analysis Measuring and Interpreting Business Performance

Investment Academy for Training

15 Hours

Financial Collector (In-person attendance)

GFS Express

27 Hours

Fintech

Emaar Training Institute

45 Hours

LANGUAGES

English

Intermediate Level