

Faisal Alqarni

Supply Chain Coordinator | Procurement & Sourcing

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PROFILE

Driven supply chain officer with hands-on experience in trade compliance, logistics coordination, and supply chain operations. Strong background in documentation, coordination, and cross-functional collaboration. Highly motivated to build strong expertise across end-to-end supply chain functions and contribute to a high-performing organization.

EDUCATION

King Fahd University of Petroleum and Minerals
Bachelor's Degree of Science in Management

12/2024

PROFESSIONAL EXPERIENCE

Trade Compliance & Logistics officer
Apex Industrial Services

12/2025 – Present

- Supported trade compliance and logistics documentation in accordance with company procedures.
- Coordinated with internal departments and external service providers to ensure smooth shipment processing.
- Assisted in preparing and reviewing shipping and customs-related documentation.
- Contributed to improving coordination efficiency between logistics and compliance teams.

Supply Chain Intern
Arabian Drilling Company

06/2024 – 08/2024

- Supported contract documentation including amendments, gate passes, and confidentiality agreements.
- Prepared executive summaries to support procurement and supplier-related decision-making.
- Coordinated with cross-functional teams to support contract workflow efficiency.
- Assisted in monitoring supplier performance and contract deliverables for reporting purposes.

Podcast Preparation Team - Content Writer
Fragh

03/2023 – 06/2024

- Developed structured written content aligned with project objectives and timelines.
- Coordinated with team members to ensure consistency and quality of deliverables.

SKILLS

- Supply Chain Operations Coordination
- Procurement & Sourcing Support
- Supplier Communication & Follow-up
- Contract and Compliance Documentation
- ERP Systems
- Data Analysis and Operational Reporting
- Cross-Functional Collaboration
- Analytical thinking

LANGUAGES

English

Arabic