

SAWSAN AL-KHATIM

+966 568767899

KHATIM.SAWSAN@GMAIL.COM

EASTER PROVINCE,QATIF

OBJECTIVE

Detail-oriented and results-driven Procurement Specialist with strong experience in sourcing, vendor management, and ERP-based purchase order processing. Skilled in supplier negotiation, cost analysis, inventory coordination, and contract compliance. Seeking to contribute to process optimization, cost efficiency, and end-to-end supply chain performance within a dynamic organization.

EDUCATION

Bachelor of science in Applied Physics (condensed matter)

Jan 2025

Imam Abdulrahman Bin Faisal University

EXPERIENCE

- **Buyer** **Nov 2021-2023**
High Sea Trading Est (part time)
 - Supported daily purchasing operations by preparing and processing purchase orders for various product categories.
 - Assisted in sourcing and evaluating suppliers to ensure quality, price competitiveness, and timely delivery.
 - Coordinated with suppliers to follow up on orders, confirm shipment schedules, and resolve delivery or invoicing discrepancies.
 - Compared quotations and supported cost analysis to identify the most cost-effective purchasing options.
- **Supply Chain and Procurement specialist** **May 2025 - present**
Luxury Flowers Company (Floward)
 - Create and manage purchase orders on ERP systems, ensuring accuracy and timely delivery.
 - Conducted supplier research and performed in-depth vendor analysis to support sourcing decisions.
 - Created and tracked purchase orders using ERP systems to ensure timely procurement.
 - Monitored inventory levels and coordinated procurement activities to avoid stock shortages.
 - Collaborated with the finance team to investigate and resolve invoice discrepancies.
 - Oversaw order statuses, managed delivery schedules, and addressed any delays proactively.
 - Evaluated price quotations and assessed vendor performance to support cost-effective sourcing.
 - Maintained accurate procurement documentation for audits and compliance requirements.
 - Led supplier onboarding process and trained new team members on ERP workflows and procurement policies.

PROFESSIONAL SKILLS

- Procurement & Sourcing
- Vendor Relationship Management
- Supply Chain Optimization
- Purchase Order Management
- ERP Systems
- Inventory Control
- Risk Management
- Compliance & Quality Assurance
- Problem solving
- Critical thinking
- Work under pressure
- RFQ

TECHNICAL PROFICIENCY

- Business software (ERP Dynamics)
- Microsoft office (Excel, Word)