

Sarah Alazzaz

 Khobar, Saudi Arabia

 0551927260

 saraalazzaz@gmail.com

Enthusiastic and results-oriented, eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Seeking a role in a professional environment that offers opportunities to leverage and further develop my skills.

Skills

- Teamwork.
- Communication.
- Creativity and critical thinking.
- Ability to work independently.

Experience

4.2024 - Present

• Associate Procurement Specialist

KBR-AMCDE

- Process and manage invoicing for timely and accurate payments.
- Maintain and reconcile company card statements using OnBase, ensuring all transactions are properly documented.
- Coordinate vendor registration and onboarding, ensuring compliance with company policies and vendor requirements.
- Negotiate with suppliers to secure favorable terms and conditions while maintaining strong business relationships.

10.2023 - 12.2023

• Administrator

AXON Arabia, Khobar

- Acting as the primary point of contact and trusted advisor to company employee.
- Responsible for procurements by negotiating contracts, policies and deadlines with vendors.
- Handling Logistics, Saber system and other certifications.
- Handling supplier registration, issuing PR and PO through the Oracle system.
- Developed reporting procedures to maintain administrative workflow.
- Completed forms and reports to facilitate admission, transfer or discharge.
- Maintained database systems to track and analyze operational data.

03.2022 - 04.2022

• Intern

The Fifth Middle School , Khobar

Sarah Alazzaz

02.2019 - 12.2022



Education

● **Bachelor of Arts: Arabic Language And Literature**

Imam Abdulrahman Bin Faisal University - Dammam



Languages

● **English** ●●●●●
Very Good



Courses

● **English Language - Doroob**

● **Entrepreneurial Mindset and Crisis Management- Doroob**

19 February 2024

Reference: Sara Alazzaz Employment Reference

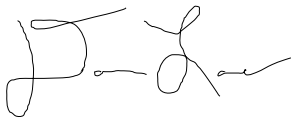
To Whom it May Concern,

I highly recommend Sara Alazzaz as a candidate for employment. Sara was employed by Axon Arabia as an administrator whose responsibilities included office support to include scheduling appointments and creating technical literature. Sara also assisted our sales team to include direct contact with customers for customer set-up and follow-up. Sara performed many duties with super high efficiency and competency.

Sara has excellent communication skills. In addition, she is extremely organized and reliable. Sara can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her.

Sara would be a tremendous asset for your company and has my highest recommendation. If you have any further questions regarding her qualifications, please do not hesitate to contact me.

Best Regards,



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