

Norah Fahad Alojaimi
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Professional Summary

Supply chain professional with more than three years of experience in procurement and project coordination. Supported internal teams with timely sourcing and daily operational needs. Skilled in working on high-value projects, collaborating with project managers and operations teams, vendor negotiations, and achieving cost savings.

Work Experience

Lantern software and security systems | Procurement Coordinator | Feb 2023 – Present | Al-Khobar

- Receive PRs (Purchase Requisitions) from Operations and ensured timely action.
- Send RFQs (Request for Quotations), in coordination with project managers, based on client's requirements.
- Receive the competitive quotations from the suppliers and share with the Engineering Team to ensure purchased items meet required technical specifications and secure budget deviation approvals from the Project Managers after coordinating with the concerned departments.
- Purchase Order Management: Generate and monitor POs (Purchase Orders), ensuring accurate specifications and delivery timelines.
- Address and resolve any issues related to procurement, such as delays, defects, or noncompliance with specifications.
- Collaborate with Finance to ensure timely vendor payments.
- Work with project managers and suppliers to ensure timely delivery of goods and services to meet operational requirements.
- Prepare procurement reports, track key purchasing metrics, and keep team members and leadership informed through regular updates for management review.

Johns Hopkins Aramco Healthcare (JHAH) | Associate Buyer – Procurement Intern | Jun 2022 – Oct 2022 | Dhahran

- Worked in non-medical procurement, supporting various non-clinical departments across the organization.
- Processed PRs (Purchase Requisitions) from internal stakeholders.
- Issued RFQs (Request for Quotations) via SAP ERP.
- Tracked and expedited POs (Purchase Orders) to ensure timely delivery.

Education

Imam Abdurahman Bin Faisal University (IAU) | Jan 2025 – Present | Rakkah

Bridging Program in Bachelor of Business Administration (BBA)

Imam Abdurahman Bin Faisal University (IAU) | 2019 - 2022 | Jan 2025 – Present | Dammam

Advanced Diploma Program in Supply Chain Management (SCM)

Certificates

- Innovation Program for Qualifying Entrepreneurs and Startups | (IAU) | Jan 2022 –May 2022 |
- Resource & Supply Chains in the World of E-commerce | Monsha'at | Apr 2022 |

Skills

- SAP ERP
- Microsoft Dynamics 365
- Problem Solving
- Negotiation
- Communication and Collaboration
- Adaptability
- Willingness to Learn

Language

- Arabic
- English