

Zainab Ali Al-Saeed

Personal details

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Future Ambitions

Seeking a challenging position in a company where I can capitalize on my skills to further my development and enhance my potential. While I would like to grow gradually in an area suited to my capabilities, I would also like to contribute positively to the business objectives of the company I will work for

Education

Feb 2017 - Jan 2021	Bachelor's degree in Business Administration & Marketing University of Bahrain, Bahrain
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Work Experience

Apr 2024 - Jan 2025	Purchase Specialist Simple Solutions Trading, Industrial Services and Maintenance Co. 1. Received Approved Purchased Request. 2. Identified the Items and Find the Item Code. 3. Find the Last Price For the Items. 4. Send RFQ to Suitable Suppliers. 5. Received Quotation and Prepare Comparison Sheet. 6. Prepare the POs After CS Approval Completed. 7. Expedite the POs Delivery. 8. Use AI and Google to Find New Suppliers. 9. Prepare Weekly Report Regarding POs Status.
Feb 2023 - Mar 2024	Sales coordinator Al Maqasid Supply & Services 1. Register the new customers in the ERP system. 2. Received the customer requirements. 3. Sent RFQ to the suppliers. 4. Received Quotation from Suppliers. 5. Pricing New Quotation to The Customer. 6. Share the new Quotation with the customer. 7. Promotion of products to unregistered customers.

Skills

Microsoft Skills

Oral and written communication skills

Teamwork and motivation the team

Negotiation

Ability to prioritize and prepare the work on time

Courses

Mar 2025	International Certificate in Logistics and Transport (CILT) Issued by The Chartered institute of logistics and transport
Jun 2024	Certified international supply chain professional (CISCP) Issued by IPSCMI
Jul 2024	Certified international supply chain manager (CISCMI) Issued by IPSCMI
Feb 2024	Project Management Professional “PMP” Issued by Scientific knowledge training center
Jan 2024	Human Resources Issued by Scientific knowledge training center
Oct 2022	Basics in Cyber security Issued by King Saud University
Dec 2019	Smart Administration Issued by Dana Women's Training

Languages

Arabic - Mother tongue

English