
Objective

Organized and detail-oriented Administrative Coordinator with strong experience in handling quotations, purchase orders, supplier follow-ups, contract preparation, and internal coordination. Proven ability to manage administrative tasks efficiently, support teams, and ensure smooth operations. Seeking to contribute to a dynamic organization with a focus on accuracy, communication, and teamwork.

Professional Experience

Nov 2021 – Feb 2025

Administrative Coordinator, Dhahran Al Arabi Aluminum Factory Co. [Dammam, KSA]

- Prepare and issue quotations and purchase orders accurately and on time.
- Handled purchase orders specifically in the glass and aluminum sectors.
- Coordinate and follow up with suppliers to ensure timely delivery of materials.
- Support the production team by tracking orders and addressing issues.
- Draft and manage contracts with vendors and service providers.
- Provide general secretary duties including scheduling, filing, and correspondence.
- Liaise with supervisors to monitor project progress and report updates.

Nov 2020 - Nov 2021

Assistant coordinator, Dhahran Al Arabi Aluminum Factory Co. [Dammam, KSA]

- Assisted in daily office tasks including data entry, documentation, and filing.
- Maintained organized records of purchases, receipts, and supplier information.
- Managed communications and scheduling for the management team.

Education

2012 – 2016 University of Dammam [Dammam, KSA]

Bachelor's Degree in Business Administration.

Skills

- Procurement & Supplier Coordination
- Contract Management
- Office Administration
- Microsoft Office (Excel, Word, Outlook)
- Strong Communication Skills
- Time Management
- Team Collaboration

Languages

- Arabic – Native
- English – Professional

References

Available upon request.