

# Shatha Mohammed Alqahtani

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## SUMMARY

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Dynamic professional with practical experience across healthcare, aviation, and logistics sectors. Skilled in supporting daily operations, streamlining organizational efficiency, and collaborating effectively with stakeholders, suppliers, and clients. Active participant in industry events, demonstrating commitment to continuous development and staying aligned with emerging business trends.

## EDUCATION

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**Imam Abdulrahman Bin Faisal University**  
**Associate degree in Supply Chain and Logistics | 2024**

## EXPERIENCES

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### **Al Habib Hospital, AL-Khobar, KSA**

**Administrative Assistant | Jan 2025 - Current**

- Deliver comprehensive administrative and clerical support to maintain seamless office operations.
- Coordinate schedules, meetings, and interdepartmental communications to optimize workflow.
- Assist in preparing detailed reports, managing records, and handling official correspondence with accuracy and professionalism.

### **Dammam Airport Company (DACO), Dammam, KSA**

**Co-op Training (Purchasing and contracts officer) | Jun 2024 – Aug 2024**

- Executed end-to-end procurement activities, ensuring smooth supplier collaboration.
- Processed internal purchase requisitions and managed vendor performance.
- Negotiated with suppliers to ensure cost-effective purchasing.

### **Starlinks Logistics Company, AL-Khobar, KSA**

**Trainee (Customer service & warehouse management) | Mar 2023 – May 2023**

- Oversaw logistics workflows while ensuring prompt responses to customer needs.
- Enhanced warehouse inventory control by maintaining accurate stock levels and improving tracking efficiency.

## COURSES & CERTIFICATIONS

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- **CIPP- Certified International Procurement Professional (In progress, Expected Dec 2025)**
- **PMPPC – Project Management Professional in Procurement and Contracting (In progress, Expected Dec 2025)**
- **CIPM- Certified International Procurement Manager (In progress, Expected Dec 2025)**
- **Advanced excel | Mar 2024**

## STRENGTH & SKILLS

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Computer & Microsoft Office | Procurement & vendor management | Contracts & purchasing procedures | Logistics operations & warehouse management | Customer service & client relations | Administrative support & office management | Report preparation & record keeping | Supply chain planning & risk management | Communication & teamwork | Problem-solving | Analytical skills | Manage multiple priorities.

## LANGUAGES

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**Arabic.**  
**English.**