

DIMAH ALKHALDI

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Objective

Detail-oriented and highly motivated Supply Chain Management graduate seeking a full-time opportunity in logistics, procurement, or inventory management. Dedicated to applying academic knowledge, analytical thinking, and volunteer experience to drive operational efficiency, optimize resources, and support end-to-end supply chain functions within a dynamic organization.

Education

Advanced Diploma in Supply Chain Management

- Imam Abdulrahman Bin Faisal University – Dammam
- Expected Graduation: August 2024

Key Courses:

- Procurement & Supply, Logistics Operation Strategies, Business Decision Models, Inventory Control, Transport & Distribution, Risk Management in SCM

Professional Experience

Training – Qatif Governorate Municipality | Municipality of Eastern Province – Full-Time Internship (10 Weeks) | (2023)

- Supported warehouse system operations and inventory data entry, Prepared and reviewed management and logistics reports
- Assisted in monitoring supply levels and usage trends, Helped in optimizing storage and retrieval processes
- Participated in procurement documentation and vendor communication, Contributed to enhancing workflow efficiency in municipal services

Administrative Personnel | Naif Ali Mohammed Al-Khaldi Ready-Mix Concrete Factory – Dammam | (April 15, 2021 – February 28, 2023)

- Managed daily office operations and administrative procedures, Prepared and organized documents, reports, and correspondence
- Coordinated communication between departments and suppliers, Maintained records and ensured data accuracy in internal systems
- Scheduled and followed up on maintenance and operational needs, Supported procurement and logistics for concrete production operations

Administrative Personnel | Naya Spa Fitness Center – Dammam (July 1, 2019 – January 1, 2022)

- Oversaw front-desk operations and client coordination, Managed memberships, invoices, and daily financial transactions
- Maintained scheduling for sessions, trainers, and facility usage, Handled administrative documentation and supply tracking
- Coordinated with vendors and service providers for center needs, Supported HR tasks including attendance and staff records

Projects

Auto Belle – Mobile Car Services App

- Designed a car repair services app to support oil change, tire replacement, and emergency assistance
- Implemented user-friendly UX/UI for seamless service requests
- Created logistics-based backend model to allocate service providers efficiently
- Integrated location and notification systems for real-time updates
- Focused on supply-demand optimization within local service areas
- Emphasized customer satisfaction through performance metrics

Yogome – E-learning Educational Platform

- Developed an interactive platform targeting youth learning
- Integrated gamification to enhance user engagement
- Designed multi-language support features
- Enabled offline learning modules for accessibility
- Created content mapping aligned with educational standards
- Focused on optimizing content delivery and UX for remote learners

Volunteer Experience

Eastern Province Amana – Social Responsibility Initiatives | (2022–2024)

- Volunteered over 745 hours in community support and logistics planning, Assisted in organizing local charity distribution programs
- Coordinated supply chain tasks for public events, Monitored and managed inventory of donated goods
- Supported vendor relations and delivery scheduling, Collaborated with municipal teams for logistics support

Training & Courses

- Procurement & Supply Management
- Measuring & Controlling Performance
- Business Decision Models
- Logistics Operations Strategies
- Risk Management in SCM
- Distribution & Transport Operations

Professional Skills

- Inventory Management
- Procurement Coordination
- Logistics Optimization
- Microsoft Excel & ERP Systems
- Report Writing & Data Analysis
- Supply Chain Risk Assessment
- Time Management
- Team Collaboration
- Critical Thinking
- Attention to Detail

Languages

- Arabic: Native
- English: Advanced (Fluent – Writing, Reading, Speaking)