

Amira Alharthi

(966) 573254715 • amirah.s.alharthi1@gmail.com • Al-Khobar, Saudi Arabia

Professional Summary

Detail-oriented and proactive professional with strong experience in supply chain coordination, logistics support, and administrative operations. Highly skilled in communication, scheduling, documentation, and supporting cross-functional teams to ensure smooth and efficient workflows. Known for delivering high-quality work with accuracy, professionalism, and leadership in fast-paced environments. Graduated **with First-Class Honors** and equipped with advanced linguistic and translation abilities that enhance reporting, clarity, and effective collaboration.

Professional Experience

Supply Chain & Logistics Specialist | AMIANTIT Company | Oct 2025 – Apr 2026

- Utilized SAP systems extensively for procurement, inventory tracking, and workflow optimization, ensuring high data accuracy and operational efficiency.
- Developed and analyzed reports using Excel, supporting strategic decision-making through clear metrics and performance dashboards.
- Served as the official presenter and spokesperson in high-level meetings, delivering presentations to the CEO and Board of Directors, while consolidating and preparing all essential briefing materials.
- Worked across diverse operational sectors including Logistics, Supply Chain, and Warehouse Management, gaining advanced cross-functional expertise.
- Supervised and led team members at a young age, demonstrating strong leadership, communication skills, and the ability to manage fast-paced environments.
- Expanded expertise in end-to-end supply chain and logistics operations, contributing to improved coordination, inventory visibility, and workflow efficiency across functions.
- Started as a Central Warehouse Controller and quickly demonstrated high performance and operational insight, leading to a transition into the Supply Chain division.

Leader – Foreign Languages and Translation Club | Taif University | Jul 2020 – Jul 2021

- Innovated and executed unique initiatives for club activities.
- Coordinated with faculty, managing events and campaigns involving 400+ members.
- Organized French and English language classes and book clubs with professors.
- Drafted official correspondence and designed communication strategies.

Spokesperson

- Represented the Department of Foreign Languages and Translation and the College of Arts in official events for 4 years.

Leader – Afforestation Campaign | Taif University | Mar 2022 – Mar 2022

- Directed a university-wide initiative planting over 500 roses.
- Managed event logistics and reception ceremonies.

Assistant Director | Salman Media Company | Apr 2022 – Jun 2022

- Assisted in operational management and event coordination for a media firm.

English Language Teacher | May 2023 – Jul 2023

- Delivered English lessons across 5 educational stages, teaching 259 students daily.
- Adapted innovative techniques to engage learners from kindergarten to bachelor's levels.

Education

- **Bachelor of Foreign Languages and Translation** | Taif University | Graduated June 2023
GPA: 3.89/4.00 (Excellent with First Honors)
- Awarded for consistent academic excellence and leadership contributions.

Certifications & Training

- Subtitling Workshop (9 hours) – Translator Virtual Academy
- Translation Basics – Taif University
- Leadership Course
- Sustainable Environment and Security Course
- Book Translation Course
- Computer Basics Course
- Rehabilitation for Leaders of Student Activities
- Legal Pleadings System Course

Key Achievements

- Received multiple commendations for work.
- As the President of the Languages and Translation Club, I have received several awards, including one from Dr. Abdullah Al-Sufiyani, the former Chairman of the Shura Council, in recognition of my leadership and contributions.
- Successfully managed volunteer activities with the National Volunteering Platform, accumulating over 50 hours of service.
- Certificate of Excellence and official recommendation from university professors highlighting diligence and leadership.
- Contributions to Taif University's Vision 2030 initiatives

Skills

- | | |
|--------------------|-------------------|
| • ERP – SAP System | • Event Planning |
| • Excel | • Team Leadership |
| • PowerPoint | • Public Speaking |
| • Word | • Multitasking |
| • Canva Design | |

Languages

- | | |
|-------------------------|--|
| • Arabic: Native | • English: Fluent IELTS: 6 |
|-------------------------|--|

References

- Professor Dr. Huda Al-Mutrifi | Taif University