

Zahraa Hassan Al Saif

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SUMMARY

Supply Chain Management diploma graduate with practical experience in inventory management, procurement, and logistics operations. Skilled in inventory management systems and Microsoft Office Suite, with strong personal skills in communication, teamwork, and problem-solving. Eager to start a professional career and contribute to enhancing supply chain efficiency in a dynamic work environment.

EDUCATION

Diploma in Supply Chain Management

Imam Abdulrahman Bin Faisal University | Graduation Date: 10 June 2024

EXPERIENCE

Cooperative Training

Qatif Central Hospital | 12 March 2023 -1 June 2023

- Assisted in supply chain operations including inventory tracking and material requests.
- Supported procurement and logistics functions to ensure timely availability of medical supplies.

Cooperative Training

Prince Mohammed bin Fahd Specialist Hospital | 23 June 2024 -1 September 2024

- Participated in supply chain and warehouse management activities.
 - Helped process purchase requests and coordinate with suppliers for medical equipment and materials.
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SKILLS

Soft skills

- Effective communication and teamwork
- Time management and task prioritization
- Attention to detail and accuracy
- Problem-solving and adaptability
- Ability to work under pressure
- Continuous learning and self-development

Hard skills

- Supply chain management and logistics operations
 - Inventory control and stock monitoring
 - Procurement process and purchase order handling
 - Warehouse operations and materials handling
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Basic data analysis and reporting
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LANGUAGES

- Arabic
- English