

: Hassan Fadel Abd Rab Alnabi

Nationality: Saudi Arabi

Hobbies/Interest: Studying and Reading

Languages: Arabic and English

## CONTACT

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## LINKEDIN

Hassan Abd Rab Alnabi

## OBJECTIVE

I am seeking an opportunity to completion my career in supply chain management, where I can combine my passion for logistics with my skills in procurement, inventory management, and operations to deliver exceptional results.

## EDUCATION

### Diploma Degree Supply Chain Management

Imam Abdulrahman Bin Faisal University  
(2022- 2024)

### Professional Certificate IICLT

International Introductory Certificate in Logistics and Transport.

## EXPERIENCE

### Purchasing administrator

#### Al-Hajry Overseer

October 2024 – Present

- Supervise and follow up on district-level purchases.
- Develop and implement the department's work plan.
- Source new shipping agents to enhance service quality.
- Manage purchase orders and ensure timely procurement.

### Procurement Officer

#### Al-Asala Tailor

August 2023 – July 2024

- Communicated with suppliers to negotiate pricing and terms.
- Identified and selected suppliers to meet operational needs.
- Tracked inventory levels to ensure stock availability.

### Trainee in Purchasing and Logistics Department

#### Bin Quraya Company

June 2024 – August 2024

- Learned to use the SAP system for supply chain processes.
- Created purchase requisitions and orders.
- Gained insights into supplier identification strategies.
- Coordinated employee assignments to work sites through the Manpower Department.
- Obtained a general understanding of warehouse operations.

### Trainee in Warehouse and Administration Department

#### Medical Supplies

February 2022 – May 2022

- Managed inventory storage and maintained accurate counts.
- Set reorder points and monitored stock levels.
- Oversaw proper dispatching and receiving of items.

## SKILLS

- Proficient in Microsoft Excel (beginner to advanced).
- Experienced in SAP and ERP systems.
- Skilled in procurement, inventory management, and logistics.
- Strong data analysis and decision-making abilities.
- Effective communication and teamwork skills.