

Doa'a Abdullah Alfaraj

+966 569 026 153 Doaa.alfaraj1@gmail.com Doa'a Al-Faraj (CISCP/CISCM) Saudi Arabia

SUMMARY

As a graduate and Buyer and Expediting Specialist, I managed local purchasing operations, optimized inventory and supply chain processes, controlled material costs and ensured compliance with regulations. I collaborated with cross-functional teams, directed vendor management, implemented cost-saving strategies and oversaw the complete work order process to support efficient operations and informed management decisions. Seeking to leverage my supply chain expertise and analytical skills in a challenging role to contribute to organizational efficiency and continuous improvement.

EXPERIENCE

NESR (National Energy Services Reunited Corp) | Saudi Arabia

Buyer and Expediting Specialist | May 2022 - May 2025

- Oversaw Local Purchasing Operations to Maintain Smooth Supply Chain Flow.
- Evaluated Data and Produced Consolidated Reports to Guide Management Decisions.
- Applied Accurate Planning Parameters to Ensure Balanced Inventory Levels.
- Controlled Material Costs and Executed Approved Engineering Changes.
- Ensured Full Compliance with Federal, State, Local and Company Regulations.
- Managed the Complete Work Order Process and Resolved Operational Issues.
- Worked with Cross-Functional Teams to Optimize Inventory and Reduce Costs.
- Directed Vendor Management and Implemented Cost-Saving Strategies.

EDUCATION

Imam Abdulrahman Bin Faisal University | Saudi Arabia

Associate Diploma's Degree in Supply Chain Management | 2018

- Gained Skills in Vendor Management, Cost Optimization and Supplier Relationship Development.
- Learned to Analyze Enterprise Requirements and Plan for Efficient Supply Chain Execution.
- Acquired Knowledge of Forecasting, Demand Planning and Inventory Control Techniques.

OTHER

- Courses and Certifications:**
 - Certificate International Supply Chain Manager (CISCM).
 - Certificate International Supply Chain Professional (CISCP).
- Hard Skills:**
 - Procurement & Vendor Management.
 - SAP System.
 - Cost Optimization & Budget Management.
 - Enterprise Resource Planning Systems.
 - Logistics Coordination & Distribution.
 - Operations Management.
 - Managerial Reporting.
 - Data Analysis & Entry.
 - Project Management.
 - Microsoft Office Suite.
- Soft Skills:**
 - Problem-Solving.
 - Critical Thinking.
 - Multitasking.
 - Effective Communication.
 - Time Management.
 - Collaboration & Teamwork.
 - Flexibility & Adaptability.
- Languages:** Arabic (Native), English (Fluent).