

Arwa ALQahtani

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🎂 April, 1991

Objective

Seeking challenging opportunities within a professional environment that enables me to learn while utilizing and expanding my knowledge, skills, abilities, and experience.

Work experience

Material planning specialist

June 2019 - Sep 2020

[King Abdulaziz naval base Armed forces Hospital, Jubail](#)

- Finding vendors, scheduling deliveries and negotiation materials costs.
- Coordinating raw materials as well as needed.
- Collaborate with other departments to determine needed items based on blueprints, specifications and quantities.
- Worked along with purchasing department as Buyer in order to acquire the requisite materials from vendors.
- Manage inventory levels, reduce waste and balance output with sales.
- Coordinate with other hospitals.
- Participated in developing the department's policies.

Purchasing Specialist

May 2018 - June 2019

[King Abdulaziz naval base Armed forces Hospital, Jubail](#)

- Head section of direct purchasing for 7 months.
- Purchasing department representative for CBAHI & JCI accreditation.
- Developed the department's policies.
- Build relationship with the suppliers and negotiate prices.
- Ensure timely delivery.
- Coordinate with inventory team, management, and stockroom as required.
- Assess quality of stock received and escalate any discrepancies to suppliers and management.

HR Supervisor

October 2017 - February 2018

[International Construction & Manufacturing Services - ICMS , Jubail](#)

- Published a well-crafted Company's policies, procedures, process, and work instructions.
- Published the vision, mission, goals and objectives of the company.
- Providing the monthly payrolls.
- Company's representatives for ISO 9001 Certification.

Project Coordinator - Part time job

January 2016 - August 2017

[Potential Innovations Enterprise - pie , Riyadh](#)

- Increased timeliness of the closure process from Days to just Hours by family process efficiencies.
- Support financial managers in project closure ensuring it is completed accurately and timely.

Accountant - part time job

February 2015 - February 2017

Imtiaz Alfanoor

- Reviewed and processed invoices, ensuring the accuracy of all data.
- Performed detailed cost analysis, managed accounts payable, and conducted weekly financial reports.

Education

Bachelor of Business Administration.

2012 - 2017

Jubail University College, Jubail

Skills

Public Speaking, Negotiation
,Teamwork ,Decision Making
,Research & Analysts.



Languages

English, Arabic

Written and spoken

ERP, Microsoft Office,
sageline50 , STAT and SAB.



Achievements

- HR representatives for 1 year at peer company ,jubail .
- HR Director for 5 months at professional fields , jubail.
- Business club member for 2 years at jubail university collage.
- volunteered in Sabc English summer camp , 2015 , jubail.

Reference

Available Upon Request.