

Munira Abdulrahman Alsalhi

ECONOMIST RESEARCHER

CAREER OBJECTIVE

Seeking a job opportunity, one which will make the best use of my current education and skills and further promote my personal and professional development.

PERSONAL INFO:

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WORK EXPERIENCE AND VOLUNTEERING

Tamheer Program - Procurement Officer | Department Saudi Operation

Alkhorayef Petroleum Company | Nov. 2020 - Jan . 2021

- Research potential vendors - Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing -Track orders and ensure timely delivery
- Enter order details (e.g. vendors, quantities, prices) into internal databases

medical records | volunteer in Saudi German Hospitals (SGH)

medical records | Sep. 2020 - Oct. 2020

- file coding and archiving
- daily medical reports
- update and print PCR results

Visitor service, International Petroleum Technology Conference (IPTC)

Dhahran Expo | Jun. 2020

- Contribute to crowd management and management
- Provide advice and answer queries
- Optimum use of emergency exits

Collaborative training, Management of studies and contracts

Dammam Municipality | Jan 2019 - Apr 2019

- Review and audit data on garden and front maintenance contracts in Dammam area
 - Technical and financial analysis
 - Collection and analysis of maintenance contract data
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EDUCATION

King Faisal University

Bachelor of Applied Agricultural Economics

- Academic Year. 2015 to May 2019

COURSES

Course English Level Intermediate| SI-UK

Number of Training Hours: 23 Jan | 1 Apr 2021

Project Management: Introduction| Dorooob

Number of Training Hours: 5 | 17 Mar 2020

communication in the workplace| Dorooob

Number of Training Hours: 3 | 12 Feb 2020

Quality control standards | Zuhair Fayez Company

Number of Training Hours: 9 | 26 Feb 2019

SPSS workshop| King Faisal University

Number of Training Hours: 16| 26 Mar 2018

SKILLS

- Communication
- Teamwork
- Negotiation
- Time management
- Data collection and analysis
- Writing reports
- Relationship Management
- Speed learning & coping
- Microsoft office
- SPSS
- Arabic
- English