

# Sameera Alzahrani

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To accept a challenging and responsible position where capabilities experience, education can be fully utilized for mutual benefit and interests. With the aim of utilizing my knowledge and creativity.

## EXPERIENCE

### AL-Rrazi Clinic, Jubail

July 2020-Present

#### Purchasing Assistant

- Looking for potential suppliers, negotiating, and prepare Purchase Orders.
- Preparing reports of payments as well as their due dates and amounts.
- Preparing guaranteed purchase recommendations.
- Monitoring PR/PO delivery status, defining delivery schedules and verifying ordered quantities required to maintain optimum stock levels.
- Receiving payment/receipt documents and obtain the approval of the Finance Department.
- Negotiating and resolving claims and complaints with suppliers.
- Supporting as an assistant to the Procurement Supervisor in obtaining and evaluating bids and recommending contract awards.
- Evaluation and pre-qualification of suppliers, reviewing supplier performance, and recommending addition/deletion from the approved supplier's list.
- Implementing appropriate sourcing strategies to reduce the estimated total cost of procurement.
- Performing cost/expenditure analysis and participating in sourcing optimization programs in coordination with Inventory Department, Quality Control, Production and other offices.
- Monitoring supply markets to identify new suppliers, current price trends, and new products/technologies/processes and services to adopt the latest technology, lower the cost and maintain company sustainability.

### Tamimi Global, Jubail IC

August 2014-July 2020

#### HR Specialist

- Monitoring attendance and departure of employees.
- Providing Procedures for employment, Interviews, termination of contracts, dismissals, resignations, transfers, personnel annual increments, changing job titles, issuing and filing warnings, hold investigation with employees, adjusting bank accounts, preparing monthly salary payments, requesting and cancelling medical insurances.
- Issuing letters and communicating with external companies.
- Filing financial claims for medical payments, business trips and other expenses for employees.
- Supervising personnel at SABIC Contractor Saudization Program.
- Preparing, organizing, and sort employees' files.
- Entering and updating data.

## EDUCATION

**King Faisal University** 2010-2015  
Bachelor Degree / Business Administration

**Almusaad Center** 2006-2007  
Diploma Degree / Programming Tech

## CERTIFICATIONS

**Training Diploma / Internal and External Procurement Management / (6 Months)** 2021  
Cambridge

**Diploma Degree / Human Recourse / (80 Hour)** 2016  
Al-Shariqya Chamber

## SKILLS

- Communication
- Following up
- Negotiation
- Organization
- Organization
- Time Management
- Leadership
- Teamwork
- MC Office
- Customer Service

## LANGUAGES

**Arabic (Native Language), English (Good)**

## VOLUNTEERING

**Participation in the ceremony of Sharq Company** 2014

**Career day** 2015-2016

## COURSES

**Explore the world of entrepreneurship** 2018

**Explanation of the social security and regulations** 2018

**Art of communication in the work environment** 2017

**How to build the goals** 2017

**Interdiction Human Resources** 2017

**Communication skills** 2017

**Human Resources Specialist Skill** 2016

**SQL server Management Studio** 2015

**English Language** 2008

**Processing and data entry** 2004 - 2005