

Fatimah Aleid

CONTACT

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EDUCATION

Bachelor of Business Admin.
Administrative & Financial Sc.

At Saudi Electronic University

- Started: August – 2020
- Currently On my third Year

Diploma In small Business
Management 12/2018

**Interserve Learning & Employment
(ILE)**

- Member of ambassador and Students Council.
- Completed Cambridge English entry level (PET) & Scored pass with Merit.

PROFESSIONAL SUMMERY

I am a Business Management graduate seeking a Med-level position. I have developed an excellent eye for detail throughout the years. I have also gained lots of IT knowledge and I consider myself very capable of Microsoft. I am looking for a challenging job where I can experience the work field and utilize my skills and gain all the knowledge and professionalism I need throughout my career.

EXPERIENCE

Jul 2019 - Current

Procurement Officer • Bin Quraya Company •

- Input, analysed and reported on data covering all aspects of procurement operations.
- Built relationships with vendors to negotiate ideal terms of purchases.
- Managed end-to-end audit process from scoping to fieldwork and report writing.
- Performed monthly reconciliation of open purchasing orders.
- Developed and strengthened supplier relationships.
- Set up and negotiated contracts to obtain favourable pricing and delivery structures.
- Evaluated internal needs and developed plans for maintaining optimal supply levels.
- Generated weekly, monthly and yearly reports on purchasing operations.
- Creating timesheets on a monthly basis.
- Reporting to finance department monthly regarding open purchase orders and following up advanced payments.
- Creating cash and service orders using SAP system.
- Incorporating new vendors on SAP system.

Jul 2018 – September 2018

HR Assistance • Hydro Farm Agriculture Co. •

- Was trained at Hydro Farm Company in Dammam as an HR Officer but I've also worked on the company profile and designed their product catalogue whilst I also worked on designs to be made and sold in their exhibition
- Completed documentation and reports for business records
- Increased training efficiency by working closely with supervisor and co-workers, asking questions, and giving honest, detailed feedback
- Used Publisher software to keep detailed process notes.

SKILLS

- Documentation & Reporting
- Limited working Proficiency in SAP
- Documentation skills
- Microsoft Office proficiency
- Supply chain assistance
- Vendor sourcing
- Supplier relationships
- Document preparation
- Purchasing
- Purchase order creation
- Effective communication
- Vendor relationship management
- Team Collaboration

CERTIFICATION

Certified Integrated QHSE Management System Internal Auditor
