

Ghadeer Altaha

g.altaha@mail.com • Dammam, Saudi Arabia • (+966) 544959626

Objective

Seeking a post where I can add value to my academic background, interpersonal skills and to the further growth of your respectable institution.

Qualification

20/06/2014 BSC Pharmaceutical Science from University of Salford MANCHESTER, UK
(2:1) Second Class Honours Division One

Final Year Project

Pharmacokinetic studies of 7-hydroxyflavones with CYP3A4

Work Experience

13/03/2017 – Present Supply Chain Planning: at Al-Razi Pharmaceutical Industries Company Factory.
Dammam, KSA.

Job Responsibilities

1- Materials Planning / MRP. 2- Production Planning

- Calculate needed materials for every quarter of the year forecast and for new tenders.
- Make a purchase request for materials shortage and follow with purchasing team.
- Prepare the production plans monthly/weekly.
- Follow daily production plan with production team.
- Follow with Quality team the FG release on time.
- Monthly/weekly checking of materials stock.
- Daily checking of pending sales orders.
- Check the FG availability for new sales order.
- Follow the sales and deliveries and make a monthly sales analysis report.

Courses

GMP. Documentation and Record Keeping Course.

Basic First Aid and CPR

20 Hours of New Insights of Pharmacy Practice International Conference.

Certificate of Cardiopulmonary Resuscitation (Basic Life Support Course)

Ghadeer Altaha

g.altaha@mail.com • Dammam, Saudi Arabia • (+966) 544959626

Skills

Computer skills:

- Microsoft Office (Expert in Excel)
- Microsoft Dynamics GP (Expert)
- IMS Program
- Fast typing
- Using email and internet

Additional skills:

- Ability to work as a team
- Ability to work under stress
- Ability to deal with problems and solve them

Languages

Arabic: Mother tongue

English: Advanced level

Personal Information

Nationality: Saudi

Birth Date: 09/08/1989

Marital status: Single