

# Zahra Ali . Alshawaikah

Purchaser

## AREAS OF EXPERTISE

Sourcing products  
Vendor management  
Negotiating  
Identifying suppliers  
Deal making  
Supply chain

## PERSONAL SKILLS

Proactive  
Organized  
Courteous but firm  
character  
Persuasion  
Relationship Building

## CONTACT

Saudi Arabia  
Eastern province  
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## WORK EXPERIENCE

- Purchaser at APCO (Arabian Pipe Coating Co.) – Jubail 2014 – Present

### Holding the following responsibilities:

- \* Analyze the purchase requisition for most suitable source and contact them with RFQ
- \* Get quotations, prepare quote comparison and negotiate for better pricing.
- \* Get special approval for branded and single source material purchases.
- \* Prepare purchase order per procedure and get approval from management.
- \* Contact suppliers with PO and arrange for timely delivery of materials.
- \* Coordinate with PR originators for clarifications and notification of material delivery etc.
- \* prepare status report of pending PRs and POs to management team.
- \* Adheres to company's internal controls requirements, purchasing policies and procedures.
- \* Support purchase managers / Supervisor for procurement of emergency materials as required.
- \* Ensure that requirements for environmental, health and safety are complied with.

- Receptionist at AlMouwasat Hospital - Dammam

## EDUCATION

Diploma in Business & Information technology by Informatics Academy and validated by NCC Education 2007

Advance English certificate

## KEY SKILLS AND COMPETENCIES

Positive, confident and friendly demeanor with high level of integrity.  
Convince suppliers to accept Credit payments instead of cash payments.  
Solve troubled problems independently and in friendly way.

\* References upon request