

Nida Aldawood

CIPP,CIPM Purchasing/Procurement Professional

Enterprising, motivated individual with high energy, positive attitude and an excellent academic, eager to join an outstanding, dynamic, challenging and progressive work team where I can apply my knowledge, skills and creativity to gain professional advancement while achieving common goals with my employer.

nada.aldawood.1@gmail.com

+966 544727773

Safwa, Eastern Province, Saudi Arabia

linkedin.com/in/nada-aldawood-06008084

WORK EXPERIENCE

Procurement Coordinator

Emirates National Oil Company (ENOC)

11/2021 - Present

Achievements/Tasks

- Responsible for all planning and executing procurement activities.

Pricing Administrator

Emirates National Oil Company (ENOC)

02/2015 - Present

Saudi Arabia, Khobar

Achievements/Tasks

- Manage and maintain accurate item level price book for all retail locations.
- Manage and maintain vendors' key account agreement, ensuring accuracy and adherence stipulated in it.
- Manages price book related issues such as cost price integrity, product pricing consistence effective problem solving to non-scanning.
- Supervise in the price book system development, ensuring that it is up to date for the current as well as future business requirements.
- Analyzed and corrected cause of errors in the invoice prices that ended recurring issue

Human Resources and Admin Coordinator

Porschat'e Group

2014 - 2015

Saudi Arabia, Khobar

Achievements/Tasks

- Managed employees' contracts and referencing carrying out thorough, relevant checks to enable swift processes.
- Enabled HR metrics tracking by accurately recording employee data in HR system.
- Coordinated activities of Human Resources team, distributing resources and personnel effectivity across organization to meet HR needs.
- Implemented and developed ongoing programmed initiatives through communication and collaboration.
- Processing payroll audits, employment verification, sick & vacation accruals. Handling data entry activities for the transactions related to personnel.

Personnel Officer

NAPCO National Group

05/2013 - 12/2013

Saudi Arabia, Dammam

2nd industrial city

Achievements/Tasks

- Data entries and shift daily follow up.
- Distribution daily attendance report anomalies to plant supervisors for check-up

SKILLS

Team Work

Data Collection & Analysis

Decision Making

Multi Task Management

Strong Attention to Details

Leadership Abilities

EDUCATION

Bachelor's degree in Administrative Science

King AbdulAziz University

2012 - 2015

Jeddah

Professional licenses & Training

IPSCMI (International Purchasing and Supply Chain Management Institute)

05/2022

USA

Courses

- Certified International Purchasing/Procurement Professional (CIPP, Level 1)
- Certified International Purchasing/Procurement Manager (CIPM, Level 2)

Courses

Linkedin

Courses

- Operations Management Foundations
- Advance your skills as a supply chain Manger
- Supply Chain Management
- Learning Supply Chain Cybersecurity
- Six Sigma Foundations
- Understanding Logistics
- Data Analytics for Business Professionals
- Project Management: International Projects
- Inventory Management Foundations
- Leadership Strategies

LANGUAGES

Arabic (Native)

Native or Bilingual Proficiency

English (Excellent)

Full Professional Proficiency