

# Amnah Mohammed Abuashwan

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## Education

- Diploma in Supply Chain Management, Imam Abdulrahman Bin Faisal University (2020).

## Core Competencies

- Customer Service
- Supply Chain
- Administrative Skills
- Proficiency in MS Office
- Time Management
- Organizational Skills
- Analytical Thinking
- Volunteer work

## Professional Experience

Trainee Co-op (June – Aug 2019)

.AL-KIFAH HOLDING COMPANY | (PURCHASING DEP)

### Responsibilities:

- understand the operation to the procurement process which begins with purchase requisition then purchase.
- requisition approval then purchase orders and the approvals and goods receipt.
- contacted suppliers to and request for quotations for materials.
- negotiate with suppliers regarding the prices and the delivery time.
- insuring the PO is matching the invoice and the delivery note and submit it the finance department.

Trainee (Nov 1 – 26 2020)

MINISTRY OF NATIONAL GUARD HEALTH AFFAIRS Hospital | (LOGISTICS SERVICES)

### Responsibilities:

- Manage and maintain inventory of materials.
- Supply medicines to the healthcare and hospital departments
- Organize supply materials records, logs and reports in a database.
- Monitors that all medical supplies are available within a safe stock level for a minimum time frame of 6 months .

## Volunteer Activities

### AL SHARQIYAH SEASON

Volunteer at event Al-Sharqiah Season contribution of 80 hours during the Saudi Aramco Fire Protection Department. Fore Safety Ash Sharqiyah Season 2019.

### EID FESTIVAL EVENT

Certificate of appreciation from Saudi Aramco for valuable outstanding contribution and support during "Eid Festival Event" held in "King's Park Dhahran" on (5-6-7 of June 2019)

## Courses & Certificates

- Electronic secretarial applications and smart office management (2021).
- Administrative assistant skills (2021).
- Administrative report writing skills and administrative correspondence Effective (2021).
- communication skills
- Customer service (2021).
- E- commerc supply chain (2021).
- Supply chain technology (2021).
- Inventory management in supply chain (2020).
- techniques (2020).
- Impact of Supply Management on Entrepreneurship (2019).
- Prince naif program principles of first aid (2019).

References can be provided if requested