

Date of birth

08-07-1997

Graduated in IT System Support with practical knowledge of both software programs and hardware system
Experienced Administrative Assistant and Procurement officer
Able to work under pressure and collaborate with a team.

WORK EXPERIENCE

Procurement Officer

Feb 2022 - Present

Wadi Al-Abrakaen Contracting Company

- Preparing technical and commercial documents for tenders
- Communicate and follow up with suppliers
- Maintaining a record of suppliers information
- Uploading invoices and RFQs in Al-Ahli supplier

General Administrative writer

Feb 2021 - Feb 2022

Wadi Al-Abrakaen Contracting company

- Responsible of the company accounts in National water company, Saudi Electricity company, Al Ahli Supplier, Arco company and Saudi Arabia Ministry of Housing
- Translating the Technical Proposals
- Fixing any IT related problem (Printers, Cables, system errors)
- Sending Emails and communicating with the Clients
- Complete the projects paper work and filling the pre-qualification forms
- Managing the company Website by adding or removing any picture or information using WordPress

Data Entry

Sep 2019 - Oct 2019

Mohammad Al Barghash trading and contracting company

- Maintains database by entering new, updated customer and account information
 - Purges files to eliminate duplication of data.
 - Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
 - Entering and updating the employees passport information's
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EDUCATION AND QUALIFICATIONS

Higher Diploma

May 2017 - May 2019

International Technical Female College

IT System Support GPA: 4.62 out of 5

SKILLS

Troubleshooting

Purchase order creation

Document preparation

Supplier relationships

Vendor sourcing

Microsoft programs

Maintenance

LANGUAGES

English

Advanced

Arabic

Native