

DEEMA ALMOAJIL

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✉ DeemaAlmoajil@outlook.com

Fresh Supply Chain Management graduate seeking challenging yet rewarding job position in a dynamic firm. My ambition has always been to work in a competitive environment, where I can use my interpersonal and professional skills to become a valued asset.

EDUCATIONAL BACKGROUND

Saudi Electronic University

2022 - Present

Bachelors of Business Administration in E-commerce

GPA: 3.6/4

Imam Abdulrahman Bin Faisal University

2019 - 2022

Advanced Diploma in Supply Chain Management

GPA: 4.76/5

EXPERIENCE

Procurement Officer

Jan 2023 - Present

Airbus Defence and Space

- Active monitoring of suppliers to ensure that all materials arrive on the right time, price, and quality.
- Receive the technical characteristics of the products required and launch requests for quotation (RFQ) in order to receive quotations that meet the needs of internal stakeholders.
- Assist Contracts Management function in the negotiation of payment terms, discounts, prices, delivery dates.
- Issue purchase orders highlighting the types, quantities and agreed prices for the products/services using SAP system, and follow-up on purchase order (PO) delivery

Procurement Trainee | Tamheer

Oct 2022 - Jan 2023

Gulf International Bank

- Managed the end-to-end supplier engagement process for Ground Transportation RFP
- Accountable for the development of a best-in class Contract Management capability
- Managed the relationship with key internal legal and regulatory departments, e.g., Audit department by coordinating and meeting planned and ad-hoc reporting requirements

Cooperative Trainee

Jun 2022 - Aug 2022

Saudi Aramco

- Gained exposure on contractual amendments and processes
- Gained exposure on pre-qualification criteria questionnaire
- Developed contracts action report to ease the tracking process
- Contributed with the departments to track expenditure limits

SKILLS

Vendor Relationships

Multitasking

Adaptability

Microsoft Excel

Decision Making

Negotiation

Teamwork

Communication