

Ranim Al-Qarni

Procurement Specialist

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Jeddah, Riyadh

SUMMARY

Graduated from King Abdulaziz University with a major in Business Administration. Completed my cooperative training in the procurement department at Saudi Electricity Company, gaining hands-on experience in procurement operations and cost optimization. I am committed to achieving corporate goals by optimizing procurement strategies and reducing costs while ensuring efficiency and compliance.

EDUCATION

King Abdulaziz University | 2019: 2024

Bachelor's degree of science in business administration from faculty of economics and administrative.

- Certificate of Excellence in academic year 2020-2021 and 2023-2024

EXPERIENCE

COOP Training at Saudi Electricity Company | Jan to May 2024

- **Procurement and Material department**
 - Create purchase requisition in SAP system, ensuring accurate specifications and quantities.
 - Following up on purchase orders and delivery schedules to ensure timely receipt of materials.
 - Following up and updating purchase requisition file in Excel by using SAP system.
 - Following up and updating capital purchase materials in Excel by using SAP system.
- **Operation Budget department**
 - Managed contract closures and modifications using SAP system.
 - Updating contract data in Excel by SAP system.
- **Human Resources department**
 - Assisted the human resources team in measuring Key performance indicators related to excellence, innovation, training cost, material cost, and contract cost.

CERTIFICATION

- **Misk Program**
Virtual work experience in project management, 09.2023
- **Doroob**
Microsoft Excel, 08.2023
Six Sigma, 10.2023

SKILLS

- **Technical Skills**
Microsoft Office (Word, Excel, PowerPoint, Outlook)
SAP system
Maintenance Project Monitoring System
Key Performance Indicators
- **Soft Skills**
Excellent communication and interpersonal skills
Teamwork and Collaboration
Flexibility and adaptability
Problem-Solving
Decision-Making
Attention to detail
Material Following
Cost Reduction
- **Languages:** Arabic, English.