

EMAN ALJADAANI

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Summary

Experienced in purchasing and logistics with proven experience in supplier coordination, purchase order management and inventory control. Skilled in vendor negotiation, compliance with Saudi customs platforms (FASAH, SABER, ZATCA), and proficient in ERP systems (SMACC, Microsoft Dynamics 365). Strong analytical skills with advanced Excel and Power BI expertise to streamline procurement reporting and ensure accuracy in documentation. Fluent in Arabic and English with excellent organizational, communication and problem-solving skills.

Education

University of Jeddah

Bachelor Degree Applied Linguistics 1/2024

Experience

Energy International Company

Logistics Administrative | May 2025 – August 2025

- Coordinated logistics operations across local and international shipments, ensuring compliance with timelines, documentation, and cost efficiency.
- Supported supply chain and procurement teams by streamlining inventory tracking and order fulfillment processes.
- Implemented administrative systems to enhance communication between departments and reduce operational bottlenecks.
- Used FASAH, SABER and ZATCA platforms for regulatory compliance and customs processing.
- Applied data analysis techniques using Excel to monitor delivery performance and reduce delays.
- Contributed to monthly logistics reports, highlighting key KPIs and proposing areas of improvement

Blooming Wear Company

Purchasing Specialist | July 2024 – January 2025

- Managed the full procurement cycle including requisitions, purchase orders, vendor communication, and delivery follow-ups.
- Negotiated with suppliers to secure cost-effective purchasing while maintaining quality standards.
- Streamlined procurement workflows, reducing order processing times by 15%.
- Monitored supplier performance and maintained updated vendor records.
- Built procurement dashboards using Excel and Power BI to support decision-making.
- Ensured compliance with company procurement policies and audit requirements.

Noon International Academy

English Teacher – Internship| September 2023 -December 2023

- Designed data-driven learning strategies to enhance curriculum development
- Utilized analytics to track student progress and adapt lesson plans accordingly
- Provided individualized support, tailoring learning experiences based on data insights.

Skills

- Procurement & Supply Chain Management
- Supplier Negotiation & Relationship Management
- Purchase Requisition & Order Management
- Inventory Control & Documentation Accuracy
- ERP & Financial Systems (SMACC, Microsoft Dynamics 365, Oracle/SAP basics)
- Microsoft Excel (advanced formulas, reporting, dashboards)
- Power BI (data visualization & analytics)
- Customs & Compliance Platforms (FASAH, SABER, ZATCA)
- Strong Communication & Negotiation Skills
- Time Management & Multitasking in Fast-Paced Environments
- Workflow Automation & Process Improvement
- Professionalism, Confidentiality & Team Collaboration

Certification

- Procurement Basics – Coursera
- Challenge Based Procurement- Procurement U
- Introduction to Supply Chain Management- European Institute of Leadership & Management
- Microsoft Excel for Business (Advanced) – Udemy
- ERP Systems Basics (Oracle / SAP) – Udemy
- Certified Program in Contract Management (CPCM)-ProcurementLearning
- Certified Program in Public Procurement—ProcurementLearning
- Certified Associate in Project Management (CAPM) – Bakkah
- Strategy & Operations – European Institute of Leadership &Management
- McKinsey Forward Program – McKinsey

Language:

Arabic: Native | English : Advanced

