

# **BASHAR ABDULLAH ALREHAILI**

Riyadh, Saudi Arabia

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## **PROFESSIONAL SUMMARY**

Motivated and adaptable English Language and Translation graduate with hands-on experience in procurement through the Tamheer training program at Dr. Soliman Fakeeh Hospital. Skilled in purchase orders, RFQs, supplier coordination, and tracking deliveries across pharmaceuticals, medical, and general items. Holder of multiple international procurement and supply chain certifications (CISCP, CIPP, CIPM, CISCN). Strong communication, research, and problem-solving abilities, with high attention to detail and the ability to work effectively in fast-paced, logistics-oriented environments. Seeking an opportunity in logistics, procurement, or supply chain to contribute to organizational efficiency and grow within a leading company.

## **EDUCATION**

### **Bachelor of English Language**

Taibah University – Saudi Arabia

Graduated: 2024

Completed coursework ranging from 16th-century to contemporary English literature, including translation, literary theory, and advanced writing programs.

## **CERTIFICATIONS & COURSES**

- CISCP – Certified International Supply Chain Professional
- CIPP – Certified International Procurement Professional
- CIPM – Certified International Project Manager
- CISCN – Certified International Supply Chain Manager
- English Language Course, Australia (2022–2023)

## **EXPERIENCE**

### **Procurement Specialist – Tamheer Training Program**

Dr. Soliman Fakeeh Hospital – Saudi Arabia

2025 – Present

- Assist in the day-to-day execution of procurement activities across pharmaceuticals, medical, and general items.
- Prepare and process purchase orders and requests for quotation (RFQs) in line with internal procedures.
- Support the preparation and follow-up of supplier agreements and related documentation.
- Assist in tracking order status and delivery schedules to help ensure timely availability of materials.
- Coordinate with internal departments to understand requirements and support continuous supply.
- Use Microsoft Office (Excel, Word, Outlook) and Oracle to maintain records, update lists, and prepare simple reports.

### **Freelance Translator (Arabic ↔ English)**

Remote – Saudi Arabia

2023 – Present

- Deliver accurate and culturally sensitive translations for diverse content types, including general, academic, and administrative texts.
- Ensure clarity, consistency, and quality in both Arabic and English texts.
- Manage multiple assignments and meet tight deadlines while maintaining attention to detail.

## **SKILLS**

### **Technical Skills**

- Procurement basics: purchase orders, RFQs, supplier coordination
- Basic understanding of supply chain and logistics concepts
- Documentation and report preparation
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Oracle (basic user)