

AMAL ALAMAH

ADMINISTRATIVE SUPERVISOR

COMMUNICATION



966558220610



AMAL05955@GMAIL.COM



RIYADH , SAUDI ARABIA

SKILLS

NEGOTIATION SKILLS

COMMUNICATION SKILLS

ORGANIZATIONAL SKILLS

ANALYTICAL SKILLS

VENDOR MANAGEMENT

KNOWLEDGE OF SUPPLY CHAIN

PRINCIPLES

LANGUAGES

ARABIC

NATIVE/BILINGUAL

ENGLISH

PROFICIENT

PROFILE

Experienced Executive Specialist in Administration and Procurement with over 10 years in handling government platforms. Detail-oriented, effective under pressure, and committed to supporting administrative efficiency. Seeking leadership roles to contribute to organizational growth and development

EDUCATION

Diploma in Information Technology (IT)

Riyadh | 2019

Imam Mohammad bin Saud University

BANKING MANAGEMENT

Riyadh | 2013

Al Yamamah University

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE SUPERVISOR

June 2024 – June 2025

Special Units Company Ltd

ADMINISTRATIVE ASSISTANT

January 2012 – May 2024

Algihaz Contracting

Government Platforms

Oracle System

PURCHASING SPECIALIST

June 2020 – December 2020

Bustan Al-Qassim Company

SAP System

SENIOR PURCHASING

September 2014 – February 2019

SPECIALIST

Sanabel Al Salam Food Industries Company

COURSES

DEVELOPING COMMUNICATION SKILLS IN DIALOGUE

WOMEN S SELF DEVELOPMENT PROGRAMME

BANKING TRAINING