

Rasha Alshammari

PROFESSIONAL SUMMARY

Professional Procurement Specialist with 5+ years of experience in sourcing, supplier management, and contract negotiation. Proven ability to reduce costs, manage purchase orders (POs), and ensure timely delivery of materials. Skilled in market analysis, vendor evaluation, and improving procurement efficiency.

Phone:

0532894249

Email:

rasalshammarii@gmail.com

Address:

Riyadh

WORK EXPERIENCE

Procurement Specialist – Thimar Electronics

Oct 2024 – Present

- Manage end-to-end procurement processes including PR & PO creation
- Negotiate with suppliers to achieve cost savings and better contract terms
- Identify and evaluate new vendors to ensure quality and reliability
- Monitor procurement budgets and control costs
- Ensure timely delivery and resolve supply issues

Procurement & Contracts Specialist – BEC Arabia

Oct 2023 – Mar 2024

- Issued and tracked purchase orders and contracts
- Managed supplier relationships and performance
- Conducted market research to obtain best pricing
- Supported tendering and contract processes

Administrative Secretary – Goldener (Tamheer)

Jun 2023 – Oct 2023

- Organized meetings and managed schedules
- Prepared reports and internal documents

EDUCATION

- Bachelor of Health Services Management – University of Hail (2017 – 2022)

SKILLS

- Procurement & Sourcing | Supplier Management | Contract Management
Cost Analysis | Negotiation | Microsoft Excel / ERP

CERTIFICATIONS & TRAINING

- PMP (Training Course)
- Procurement Management & Tendering
- Customer Communication

LANGUAGES

- Arabic: Native
 - English: Intermediate
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