

WAAD MASHE

Business Administration

Passionate Purchasing Specialist with 1 year and 9 months experience in Purchasing. Known for my hard work ethic, exceptional people skills and quick adaptation to work

0535133251

waadmashe@gmail.com

Saudi Arabia , Riyadh

EDUCATION

BUSINESS ADMINISTRATION

University

2015-2020

SKILLS

Teamwork ability

Quick learner

Self-motivated

Adaptability

Innovative & Creative thinking

Initiative

COMPUTER SKILLS.

Excel Spreadsheet.

Oracle

EvIEWS

Adaptability

Access

COURSES

Prepare Yourself for a Career in Sales

linkedin 2021

Digital Marketing Basics course from

Google 2021

Microsoft Excel basic level 2021



WORK EXPERIENCE

PROCUREMENT SPECIALIST

Nice one

2022- Present

- Responsible for Purchase Order processing.
- Issue RFQ to vendors.
- Chooses the best supplier in term of price, quality and lead time.
- Analyses invoices to ensure accuracy of goods delivered.
- Tracking inventory and restocking goods when needed.
- Generate monthly purchasing report
- Stay up to date on market trending and new products.
- Maintain complete updated purchasing records/data and pricing in the system.

PROCUREMENT COORDINATOR

Nice one

2021- 2022

- Responsible for the preparation and process Purchase orders and documents in accordance with Company policies and procedures.
- Negotiate for best purchasing package (in terms of Quality, price, term, delivery and service) with Suppliers
- Coordinate deliveries of items between suppliers to Ensure that all items are delivered to warehouse on Time.

PROCUREMENT COORDINATOR (TAMHEER)

Nice one

2020- 2021

- Processed and dispatched purchase orders
- Conducting sales reports.
- Compare the prices of products with many competing companies and choose the best price
- Find the best selling products

