

Shatha Al-Anazi

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 Saudi Arabia

SUMMARY

Results-driven Procurement & Logistics Specialist with extensive experience in managing full procurement cycles, international shipping, and regulatory compliance. Proficient in negotiating cost-effective contracts, coordinating with global suppliers, and ensuring full adherence to SABER & SASO standards. Skilled in ERP systems (COINS, SAP Business By Design) with a proven ability to optimize processes, strengthen supplier relationships, and enhance operational efficiency. Holds multiple certifications in procurement, supply chain, and logistics, committed to delivering accuracy, value, and timely results.

EDUCATION

Bachelor's Degree in Clinical Nutrition

Northern Border University – Saudi Arabia

GPA: 4.73/5 – Second Class Honors – Graduation Year: 2020

EXPERIENCE

Saudi Comedat Ltd. – Saudi Arabia

Logistics Specialist | June 2025 – Present

- Reduced average customs clearance time by ensuring all shipping documents were complete, accurate, and SASO-compliant before dispatch.
- Negotiated competitive freight rates with forwarders, securing cost-effective solutions without compromising delivery timelines.
- Maintained 100% compliance with SABER and SASO regulations, preventing delays and avoiding financial penalties.
- Developed an organized digital tracking system for SABER certificates, enabling faster document retrieval and improved audit readiness.
- Streamlined communication between suppliers, freight forwarders, and internal departments, improving shipment coordination efficiency.
- Prepared accurate cost comparisons for multiple freight options, supporting management in making informed decisions.

Procurement Specialist — Jan 2024 – June 2025

- Managed the full procurement cycle for maintenance and mining materials using the COINS ERP system.
- Requested, analyzed, and evaluated quotations, issued purchase orders, and monitored adherence to delivery schedules.
- Reviewed and approved vendor documentation, ensuring compliance with company requirements.
- Prepared monthly procurement reports and analyzed purchase order status.

Procurement Coordinator — Aug 2023 – Jan 2024

- Supported the procurement team by logging purchase requests and preparing required documentation.
- Coordinated with internal teams to ensure timely completion of purchase processes and approvals.
- Followed up on vendor registration procedures and maintained accurate records.

SKILLS

Technical Skills

- ERP systems (COINS , SAP).
- Supplier & Contract Management
- Market Research & Price Analysis
- Reporting & KPI Monitoring Microsoft Office (Excel – Word – PowerPoint)
- Documentation & SABER Compliance

Soft Skills

- Negotiation and Communication
- Time and Task Management
- Analytical Thinking and Problem Solving
- Team Collaboration
- Attention to Detail
- Vendor Relationship Management

COURSES

- CIPS Level 4 | Chartered Institute of Procurement & Supply | 2024–2025
- CILT Level 3 | International Certificate in Logistics and Transport | 2024
- Certified International Procurement Professional/Manager (CIPP/CIPM) – May 2024
- Certified International Supply Chain Professional/Manager (CISCP/CISCM) – April 2024
- SAP Business ByDesign Training – 2024
- Digital Marketing – 2023

Professional Memberships:

- Member, Saudi Supply Chain and Procurement Society – Since 2024
- Member, Chartered Institute of Procurement & Supply (CIPS) – Since 2024

LANGUAGES

- Arabic - English.