

SULTAN MUBARAK

Contact

SAUDI ARABIA, JEDDAH

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EXPERIENCE

Supervisor Leader

DAILY MEALZ | jeddah, Saudi arabia | Mar 2019 – Current

- Working Experience in DAILY MEALS as a Purchaser & Supervisor responsibility to procure from market Food & disposable items at competitive prices from market
- Supervise, coordinate and schedule the activities of staff who prepare, portion and deliver food.
- Prepare food order summaries for chefs according to requests from dieticians, to the customers.

Team Leader Supervisor

WADI GROCERY | jeddah, Saudi Arabia | Jun 2018 – Jan 2019

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows to meet any daily demand .

Supervisor & Merchandiser

Ad-Ventures | jeddah, Saudi Arabia | Sep 2017 – Aug 2018

- Responsible for driving sales and profit by ensuring proper flow of new receipts, merchandise placement and fulfillment processes

Indexing and data enter

NCB BANK | jeddah, Saudi Arabia | Oct 2018 – Mar 2019

- organizing of the files and the keying in of the information relating to a file or box

Junior Accountant, Financial Reporting

JEENY | jeddah, Saudi Arabic | Jul 2023 – Current

- Attention to detail and accuracy in work; Strong analytical and problem-solving skills; Ability to work independently and in a team environment; Effective .

SKILLS

- Internet Navigation & Email
- Hardware fixing
- Software Installing

LANGUAGES

- URDU
- ENGLISH
- ARABIC

- This may include tasks such as preparing financial statements, managing accounts payable and receivable, entering financial transactions into an accounting

Merchandise Coordinator

AL BAWARDI FOOD SUPPLIER | jeddah, Saudi Arabic | Jan 2015 – May 2016

- coordinating inventory, managing product displays, and analyzing sales data to make informed decisions

Indexing and data entry

SAUDI AIRLINES | jeddah, saudi Arabia | May 2016 – Sep 2016

- A process of tagging a digital file with key information to create a catalog or index file that makes it quick and easy to search and retrieve the file from a digital repository.

EDUCATION

PAKISTAN INTERNATIONAL SCHOOL, JEDDAH

Graduate, Arts 2010

Created custom drawings and paintings using fine oils, acrylics Tempera, and graphite on quality canvas..

- Value painting Training on technique, styles, realistic and natural looks.

CAPABILITY AND PROFICIENCY

- I have a great ambition to join a big Organization and I have potential to reduce the working pressure
- I perform excellent during working hours. I have a good Job oriented mind.
- I can handle tough times by manipulation.

REFERENCE

I will give you reference upon your request

EMAIL: (sultanmubarak859@gmail.com)