



**Abdullah Salem Mohammed Al Hababi**

Khalidiya District

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**Objective**

To work, learn and grow in highly esteemed organization that will sharpen my working abilities and help me in contribution towards corporate advancements.

**WORK EXPERIENCE**

**Parts Warehouse Assistant**  
**Universal Motors Agencies** Riyadh,  
K.S.A

January 4, 2013 to Present

**Duties and Responsibilities:**

- Responsible for safety, integrity and security of all items inside warehouse.
- - Health & Safety compliance in accordance with company policy.
- - Provide leadership by establishing clear expectations and demonstrating high standards of work practices and safety conscious behavior.
- - Communicate & Implement changes as directed by my superior.
- - Coordinate with management / end user related materials issues
- - Receiving of materials and conduct initial inspection of actual items vs. items on the documents received.
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**Unloading of received items wherein in charge of where the items will be unloaded, proper unloading process and safety in materials handling.**

- **Update Database Inventory of materials based on daily received and shipped items.**
- **Picking of ordered items**
- **Documentations for shipping of items**
- **Conduct Monthly Actual Inventory of Materials with Accounting Department for Monthly audit report. • Conduct Annual Actual Inventory of Items with Accounting Department for Audit Report.**
- **Ensure cleanliness of working area (5S).**
- **Document preparation on all outgoing items.**
- **Filing of documents**
- **Perform other duties that may assign from time to time**

#### **EDUCATIONAL BACKGROUND**

**Primary & Secondary**

**Rabat Basic School**

2000 – 2008

Hadramout, Yemen

#### **Achievements:**

**Employee of the Month-December 2015**

**Universal Motors Agencies KSA**

**5 Years Service Awardees - 2018**

**Universal Motors Agencies KSA**

#### **PERSONAL PROFILE**

**Birth Date:** June 06, 1990

**Birth Place:** Hadramout, Yemen

**Sex:** Male

**Civil Status:** Married

**Nationality:** Yemeni

**Religion:** Muslim

**Languages Spoken:** Arabic and English