Abdullah Salem Mohammed Al Hababi 

Khalidiya District

Riydh, Saudi Arabia

Riyadh Mobile # (+966) 538782436

alhababi500@gmail.com

# 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 Warehouses operator

# 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.
* 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: Yemini​

Religion: Muslim​

Languages Spoken: Arabic and

English low