



Abdullah Salem Mohammed Al Hababi

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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