



**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