


Business administration
managment



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 Saudia ARABIA

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 Marreg

 public-profile/settings

MOST PROUD OF

 **Physical Organization**
Creative Thinking, Effectiveness,
Productivity

 **Planning**
Analyzing Issues, Decision Making,
Project Management, Strategic
Planning

 **Team Work**
Collaboration, Delegation, Goal Setting,
Group Leadership

PERSONAL SKILLS

Leadership

90%

Communication

70%

Self-motivation

80%

Decision Making

90%

Exil

80%

LANGUAGES

English

★★★★★

Korean language

★★★★★

HOBBIES

 Exercise

 Reading

SUMMARY

I studied after high school dobluma of werhaus management 3 yers with 6month training , i got scholarship to south Korea in yeungnam university for Business administration, management and i graduated in 2017 so i cam back to saudi Arabia .
So until now, 6 years experience in administration, administrative assistant, marketing, customer service, warehouse.

EDUCATION

Business administration

Yeungnam university

South Korea

Mar 2010 - Aug 2017

Warehouse management

callege of technology

Dobluma 3 years with training

COURSES

ICDL MICROSOFT OFFICE

Authority

Exel, PowerPoint, world

WORK EXPERIENCE

Assistant manager

Landmark

ABHA

Follow up employees, solve problems, clean the place, customer service, account the sales before closing the Shop.

Feb 2017 - Mar 2017

Warehouse

Azmieel

Jazan

Work through EXCEL, which must be in the products part with the code number. Upon receiving the product, it is necessary to check its integrity and ensure the validity of the orders. Upon delivery, the invoices must be verified
Continuous follow-up of safety tools in stock, taking care of the arrangement and cleanliness of the warehouse,

Apr 2017 - Jul 2017

Manager of macanict cars

Abdul Aziz hassan al Naji group

Khamis mushit

Customer service, accounting,

Nov 2017 - Dec 2018

Customs representative

International supply support company o.p.c

Jeddah

Customer transactions inside Jeddah Islamic Port Customs, policies collected from companies, insurance amounts,

Dec 2019 - Sep 2020

Werhaus supervisor in JCW

Saudi dairy& foodstuff Company(SADAFCO)

Muhail asir

Receiving the materials that arrive at the warehouse, matching their quantities, and storing them according to their nature

Jan 2021 - Present -

Preparing, submitting, documenting and archiving work reports.

Weekly and monthly inventory with reports.
Before the goods are delivered, the check is made and matched with the documents.

MY TIME

Working (50%)

Family (15%)

Co-ordination (20%)

Entertainment (15%)

Relaxing (0%)