

Business administration management



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Jeddah

Saudi ARABIA

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Marreg

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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



LANGUAGES



English



Korean language



HOBBIES



Exercise

Reading

SUMMARY

I studied after high school dobliuma of werhaus management 3 years with 6month training , i got scholarship to south Korea in yeungnam university for Business administration, management and i graduated in 2017 so i can 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

college of technology

Dobliuma 3 years with training

COURSES

ICDL MICROSOFT OFFICE

Authority

Exel, PowerPoint, word

WORK EXPERIENCE

Assistant manager

Feb 2017 - Mar 2017

Landmark

ABHA

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

Warehouse

Apr 2017 - Jul 2017

Azmiel

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,

Manager of macanicl cars

Nov 2017 - Dec 2018

Abdul Aziz hassan al Naji group

Khamis mushit

Customer service, accounting,

Customs representative

Dec 2019 - Sep 2020

International supply support company o.p.c

Jeddah

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

Werhaus supervisor in JCW

Jan 2021 - Present -

Saudi dairy& foodstuff Company(SADAFCO)

Muhal asir

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

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

