

Nawaf Almana

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PROFESSIONAL SUMMARY

Results-driven supervisor with strong organizational and leadership skills, consistently achieving company goals through strategic planning and prioritization

WORK HISTORY

Saudi Logistic Services Co. - Eeastern Region Supervisor

Dammam, Saudi Arabia

09/2025 - Current

- Managed daily operations to increase productivity.
- Resolved customer complaints promptly, resulted in increased customer satisfaction rates.
- Coordinate with goverment entities abd service providers.
- Supervise shelter, operation and ensure compliance with approved policies

Bouygues Travaux Publics - Warehouse Supervisor

Al-Ula

12/2023 - 09/2025

- Supervised shipping and handling operations.
- Supervised shipping and receiving, distribution and workplace safety.
- Used warehouse management software to reconcile daily inventory.

MAYAR FOOD CO. - Storekeeper

Dammam

03/2021 - 09/2023

- Monitored stock control measures to ensure optimal inventory accuracy and turnover rate
- Planned space allotments for supplies and materials
- Stocked and organized products in storage spaces and retail shelves.

SAUDI ARAMCO - Storekeeper

Dhahran

05/2017 - 06/2020

- Monitored inventory levels of products and materials in warehouses
- Developed, and implement warehouse safety and security programs and activities
- Guided loading and unloading of goods, maintaining safety standards at all times.

SKILLS

- Outstanding customer service
- Process improvement techniques
- Excellent computer literacy
- Workflow coordination
- Critical decision making
- Team supervision
- Resilience under pressure

EDUCATION

10/2010

Al-ahlia Modern Secondry School

High school

CERTIFICATIONS

- Warehouse managment diploma Training
- Microsoft Excel Course