

Alaa Ali Baik

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Career Objective

I aim to gain new experiences and help the employer in continuous development and provide the best performance to increase production and improve the quality of work.

Skills

Team management and planning to complete tasks on time / Proficiency in using computers, office programs and data entry / Knowledge of logistics services and warehouse and transportation operations management / Communication with customers and team management / Experience in inventory and operations management using Back Office and Microsoft SQL.

Experience

Future Modern Devices Company (Samsung), Technical Support Officer for Barcode System, Jeddah | 2020 - Until now

Managing the barcode system, warehouse and showroom operations in the company and providing support to employees in the event of a problem.

Future Modern Devices Company (Samsung), System Supervisor, Jeddah | 2014 - 2020
Responsible for managing the barcode system and warehouse operations.

Future Modern Appliances Company (Samsung), Data Entry, Jeddah | 2012 - 2014
Input and output of materials and management of operations in the warehouse via barcode device.

Lexus Car Service Center, Branch Supervisor, Jeddah | 2007 - 2011

Distributing daily tasks among team members.

Responsible for all operations from customer and employee requests and complaints.

Lexus Service Center, Receptionist and Customer Service Officer, Jeddah | 2006 - 2007

Receiving customers, issuing vehicle repair cards, preparing invoices and price offers.

Education

High School Certificate, 2005.

Courses

Protecting Systems from Hacking, Imam Abdulrahman Bin Faisal University, 2022.

Economics and Business Administration Database, Saudi Digital Library, 2022.

Decision Making Under Pressure, Arab Academy for Innovators, 2022.

Microsoft Excel, Maaref Platform, 2021.

Database Management, Oracle, 2021.

English Language, Gulf Training Company, 2020.

Languages

Arabic/ Mother tongue.

English/ Good.