

## PROFESSIONAL SUMMARY

Results-oriented Receiving Team Leader with experience in supervising receiving operations and ensuring accurate, timely processing of incoming shipments. Skilled in coordinating with multiple departments, training team members, and maintaining inventory accuracy. Committed to improving workflow efficiency and upholding safety and quality standards.

## WORK HISTORY

### Nahdi Medical - Receiving leader

06/2023 - Current

- Oversee daily receiving team activities
- Ensure proper receiving of goods
- Participate in inventory counting and organization

### Nahdi Medical - Receiving Labour

02/2016 - 04/2020

- Receiving and inspecting incoming shipments
- Verifying items against purchase orders and delivery notes
- Reporting damaged or non-conforming goods
- Completing receiving documents and system entries

### Ali Aljuffali Charitable Foundation - Social Coordinator

03/2010 - 11/2014

- Carried out day-to-day duties accurately and efficiently.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Successfully delivered on tasks within tight deadlines.
- Demonstrated respect, friendliness and willingness to help wherever needed.

## SKILLS

- Communication skills
- Calm under pressure
- Problem-solving
- Excel

## EDUCATION

2019 - 2024

**Awf Bin Malik Al-Ishabi School  
High School.**