

Ali Ahmed Abbas

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OBJECTIVE

To explore the dynamics of a challenging career in a fast-track organization by reshaping my Marketing knowledge and integrated skills. Looking ahead for challenging and innovative environment to enhance my practical grip from theoretical knowledge, I got under qualified staff and utilize my skills to uplift organization performance. I enjoy closely following the latest changes in technology and apply this to my duties wherever relevant.

SUMMARY

- Specialized In team management & database.
- Work experience on Electronic Marketing Buy & Selling.
- Ability to manage and communicate with a wide range of people •
- Supervisor day-to-day operations in a warehouse
- Human Resources Functions.
- Making & Achieving Goals.
- Executive Assistant Series-Communicate Effectively.
- Accounting Standards.
- Internship at Abu Arish Municipality.

EDUCATION

B.Sc. in Business Administration

2012 – 2016 Jazan university GPA: 3.49 OF 5

Certified International Procurement Professional (CIPP)

2025 – 2030 certification from the International Purchasing and Supply Chain Management Institute (IPSCMI).

EXPERIENCE:

EIMP - Energy Investments Metal Products. (Enpro) KSA

Senior Store keeper

(Jul 2023 till today)

Responsible for:

- Daily Report to our General Manager of Work performed
- Contact vendors and responsible for returning damaged goods to vendors
- Responsible for receiving all shipments of products and store them in an organized manner
- Track inventory of products on shelves and storage unit
- Maintain records of products being shipped and received
- Track lost or miss-delivered packages
- Create Purchase Orders as needed
- Responsible for submitting accurate and audited inventory reports at the end of each day to management and purchasing.

- Performed internal audits of financial and departmental operations, developing risk assessments and conducting process walkthroughs for compliance with documented processes.
- Investigated discrepancies discovered during the auditing process.
- Identified and reported audit issues.
- Contributed to a positive work environment by collaborating effectively with colleagues across all levels of the organization.

Amara Advanced Dessert Company (Kuna) Jizan. KSA

Operation and HR Management.

(Jul 2020 to Jul 2023)

Responsible for:

- General management reports.
- Follow-up and request supplies and purchase from the tender.
- Control operating costs and improve efficiencies.
- Ensure compliance with health and safety regulations.
- Handling customer complaints.
- Motivate employees to continue work.
- Coordination of daily operations.

Gulf Business Horizon Company. Huawei - STC, Jizan. KSA

Business Coordinator.

(Oct 2018 Jul 2020)

Responsible for:

- Reported issues to higher management with great detail.
- Assisted administrative team members with completing daily tasks in order to maintain a smooth workflow.
- Produced highly accurate internal and external office communications and forms such as letters and memoranda.

Salem Sales Babgi Company Toyota, Jizan. KSA

Sales Officer.

(Apr -2018 to Oct-2018)

Responsible for:

- The ability to convince customers of the services and products provided and financial offers. • Answering client questions regarding their account or sales products
- Entering order information into the company data base.
- Handle the processing of all orders with accuracy and timeliness

[CCC] Consolidated Construction Company ARAMCO JEC, Jizan KSA

Administrative.

(Apr 2016 to Apr 2018)

Responsible for:

- Assisted administrative team members with completing daily tasks in order to maintain a smooth workflow
- Scanned physical files into digital records
- Handled mail, emails, document transmissions and other types of data with both manual and automated tracking strategies.

COMPUTER SKILLS:

- Microsoft® Office

- Microsoft® Project
- Microsoft Excel professional
- Excellent teamwork
- Strong communication skills both written and oral
- Learn and Adapt to Work.
- Problem solving.
- Creativity.
- Excellent work ethic.
- Time Management Skills.

PERSONAL ANALYSIS

- Good computer skills with profound knowledge
- Able to work both independently and cooperatively as part of team
- Dedicated and self-reliant
- Excellent communication skills
- Possess very good inter personal relations
- Confident and optimistic
- Fast learner
- Highly motivated goal oriented
- Proven customer support experience
- Track record of over-achieving quota
- Customer orientation and ability to adapt/respond to different types of characters
- Excellent communication and presentation skills
- Ability to multi-task, priorities, and manage time effectively

PERSONALS INFORMATION

- Home Town: KSA- Jizan
- Current Place: Dammam KSA
- Date of Birth: 28 Feb 1992
- Marital Status: Single
- Driving license KSA
- Religion: Islam
- Languages: English, Arabic,

REFERENCES Can be furnished upon request.