

Fadel Alhaddad

Personal Information

- ☐ Gender : Male
- ☐ Nationality :Saudi
- ☐ Marital status :Married

Contact Details

- ☐ Address:
Eastern Province-KSA.
- ☐ Email:
Fadel1200@hotmail.com
- ☐ Mobile:
+966562796702

Academic Degree

- ☐ Technical Support Diploma ,
IT. Technical and Vocational
Training Corporation.

Language

- ☐ Arabic/English

Hobbies

- ☐ Reading, Travel & playing
football

Objective

I'm highly motivated, productive and team player with strong communication and problem-solving skills. I'm reliable with ability to prioritize tasks to meet deadlines and adapt readily to new challenges. In addition, I'm seeking an opportunity with a company that will allow me to utilize my educational background & fully utilize my communication & problem-solving skills to grow and to add value to the company.

Work Experience

High End Technology Est

Saudi Arabia

Storekeeper and Document Controller

2023 -Present

- Receives and unpacks materials and supplies.
- Take delivery of all incoming materials and reconcile with purchase orders.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory/supplies and ensure they are within the established. minimum and maximum levels.
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally.
- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- File documents in physical and digital records
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

ITCO-International Timber Company

Saudi Arabia

Storekeeper

2020 -2023

- Checks materials and supplies and reports when stock is low.
- Receives and unpacks materials and supplies.
- Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes.
- Take delivery of all incoming materials and reconcile with purchase orders.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory/supplies and ensure they are within the established. minimum and maximum levels.
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally.

Midas Furniture Industry Company

Saudi Arabia Dammam

Sales Representative

2018 - 2019

- Responsible for selling products and meeting customer needs while obtaining orders from existing or potential sales outlets
- Ensure that the customer is satisfied and adequately taken care of while making a purchase.
- Relationship management skills and openness to feedback.

Arab Integrated Services Company

Storekeeper

2017 - 2018

- Checks materials and supplies and reports when stock is low.
- Receives and unpacks materials and supplies.
- Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes.

Personal Skills

- Self-starter and fast learner. Excellent Communication skills at multiple levels.
- Multi-Taskin, and Able to work independently or as a part of team.
- Punctual & well organized. Excellent computer skills in Microsoft Office