

KHADIJA AHMED MOHAMMED

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Objective: SEEKING A CHALLENGING CAREER WITH A PROGRESSIVE ORGANIZATION THAT PROVIDES AN OPPORTUNITY TO CAPITALIZE ON MY SKILLS AND ABILITIES.

Key Skills:

- work well with others during conversations, projects, meetings, or other collaborations to achieve a common goal.
- determine why an issue is happening and how to resolve that issue in a new or different way.
- Fixable and adaptable to change in order to suit different conditions.
- the ability to focus completely on a speaker, understand their message, comprehend the information and respond thoughtfully which helps learn new skills quickly.
- ability to delegate, inspire and communicate effectively and show proficiency in choosing between two or more alternatives when making decisions.

Education:

2021: degree of advanced diploma in business administration,
supply chain management track GPA 3.77

Work Experience:

2021: **DAMMAM MEDICAL TOWER.**

- As a graduation requirement, One-month training as a Storekeeper in a material warehouse for medical items.

Job Roles & Responsibilities:

- Receiving medical requests and preparing them.
- Checking items by codes, name, and Lot. Number, quantity, and expiry date.
- Looking for the medical materials' expiry date and the availability of the quantities by the Oracle system.

2021-now:

MOUWASAT MEDICAL SERVICES CO.

- Working as a Storekeeper, starting from October in the Main Material Warehouse of Mouwasat Dammam Hospital.

Job Roles & Responsibilities:

- Good knowledge about the full cycle of receiving, preparing, and issuing the items to the departments.
- Using HIS, ERP, and Docware systems.
- Registering and submitting invoices to finance dept.
- Following up on the departments' requests in the system.
- Managing the inventory systemically.
- Using the Tasklet efficiently to register the items in the system.
- Transferring and receiving from other branches.

Skills:

Language Skills: Arabic - Native
English - Fluent

Computer Skills:

- MS Office.
- Google Drive.

References: will be provided upon request.