



Hassan Al Mubarak



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Qatif, Saudi Arab

SKILLS

- Order picking and processing
- Staff supervision
- Distribution and warehousing
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Extend all requisitions on a daily basis and update the inventory management software/system.
- Troubleshoot any vendor delivery issues and oversee/follow up on the return process.
- Perform any other duties as assigned by the management or supervisors.
- Problem-Solving attention to detail
- Communication
- Decision Maker
- Problem Troubleshooter
- Stock management
- Just In Time stock control
- Quality Control
- Shipping handling
- Shipment tracking
- Stock forecasting
- Inventory audits
- Computerised stock control
- Warehouse operations
- Stock transportation
- Oracle
- Stock processing
- SAP ERP proficiency

PROFESSIONAL SUMMARY

Strategic [Job Title] skilled in planning and delivering presentations to support decision-makers. Works within client time and budget constraints to deliver top-quality software solutions. Pragmatic problem-solver with proven history of client satisfaction.

WORK HISTORY

10/2023 - Current

Warehouse officer

Olayan Descon Industrial Company | Jubail, Eastern Province

- Supervised warehouse operations, enforcing proper inventory management procedures.
- Implemented and enforced internal controls to reduce inventory outages and support corporate goal achievement.
- Weighed individual items, boxes and containers and documented official numbers.
- Helped coordinate incoming deliveries, sorting and distributing stock based on immediate requirements.
- Managed stock rotations to balance inventory of perishable products and minimise wastage.
- Documented department SOPs and enforced adherence to procedures to reduce errors.
- Followed stock adjustment procedures to correct inaccuracies in cycle counting activities.
- Followed and enforced established inventory procedures, reducing errors and maintaining strict deadline management.
- Researched inventory turnover, stockout rates and carrying costs, driving revenue through targeted improvements.
- Maintained neat and clean store areas in line with health and safety policies.
- Investigated missing items, discrepancies and losses.
- Monitored stock levels to reorder replenishments in good time.
- Received, unpacked and sorted high-volume deliveries.
- Sourced required inventory items and aligned replenishment with warehouse needs.
- Facilitated periodic inventory audits and physical counts to proactively address discrepancies.

- SAP Materials Management (MM)
- SAP
- SAP software
- SAP reporting and analytical tools
- SAP systems

EDUCATION

04/2008

Qatif Vocational Training Corporation

Certified Accounts Clerk

- Transported stock safely and securely using forklift trucks.
- Estimated needs and requisitioned new stock to meet demand.
- Prepared stock in pallets and containers for prompt despatch.

08/2019 - Current

Warehouse Officer

Arabian Pipeline | Al-Jubail

- Coordinated workflows for successful warehouse and distribution operations
- Maintained current inventory tracking information using warehouse management system
- Oversaw, supervised and directed warehouse workers to achieve performance targets
- Supervised receiving, stocking and shipment in high-volume warehouse environment
- Improved warehouse operations by identifying and addressing problems impacting service delivery
- Checked physical inventory through regular cycle counts and conducted full audits to trace and correct discrepancies
- Monitored stock levels and placed new orders to maintain optimal values.

01/2009 - 07/2019

Store keeper

Arabian Pipeline | Al-Jubail

- Recorded the store material receipt & consumption on a daily basis
- Checked the stock as per the records
- Responsible for verifying all goods arrived as per the agreed purchase, delivery note, and agreed quantity
- Received materials stocking, receipt, assisting J.D to prepare a quality report of received materials
- Issued material as per the indent for different work.