

Ali Zainuddin

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🌐 [linkedin.com/in/ali-h-zainuddin](https://www.linkedin.com/in/ali-h-zainuddin) 📅 23/02/2001

SUMMARY

A results-driven MIS graduate (GPA 4.15/5) with practical experience in ERP operations, procurement administration, and data analysis. Skilled in SAP ERP, Odoo, and Power BI to streamline workflows, improve supply chain accuracy, and drive operational efficiency.

PROFESSIONAL EXPERIENCE

Administrative Assistant, Kavalani Company

10/2024 – Present

Dammam, Saudi Arabia

- Streamline delivery note, invoicing, and purchase order processes, reducing turnaround time and improving accuracy.
- Manage item creation, costing modules, and inventory controls independently, ensuring data accuracy.
- Optimized supplier invoice tracking and purchase order entries, minimizing unbilled inventory by **40%** and significantly enhancing financial control.
- Coordinate with stakeholders and cross-functional teams to ensure on-time delivery of operations.

Front-end development Trainee, Kwaidi

01/2024 – 06/2024

Dammam, Saudi Arabia

- Facilitated project management and workflow tracking by efficiently handling tasks and business operations within the Odoo ERP system.
- Conducted systematic website testing, quality assurance, and comprehensive technical documentation, improving final project quality.

EDUCATION

Bachelor of Management Information System,

Imam Abdulrahman Bin Faisal University

08/2019 – 06/2024

Dammam, Saudi Arabia

GPA: 4.15/5

COURSES AND CERTIFICATES

SAP ERP Essential Training, LinkedIn Learning

10/2024

Core modules & process integration.

Business Analysis Fundamentals, Microsoft

07/2024

Requirements gathering & process modeling.

Power BI Essential Training Course, LinkedIn Learning

07/2023

Data visualization & dashboard reporting.

SKILLS

Soft skills

- Problem-Solving
- Cross-functional Collaboration
- Executive Communication
- Leadership
- MS Office

Hard skills

- ERP Operations
- Business Analysis
- Procurement Support
- Supply Chain Coordination
- Inventory Management

LANGUAGES

- Arabic

- English