

HADEEL AHMED HAKAMI

SUPPLY CHAIN MANAGEMENT

CONTACT

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SKILLS

- Use of computers and Microsoft
- Innovation and the speed of learning
- The ability to handle work stress
- Ability to work within a team
- The ability to communicate with others
- Time management at work
- Flexibility and ability to manage priorities
- The ability to learn new tasks quickly and accurately

TRAINING COURSES

- Cyber Security
- Communicate Effectively with Customers
- Fundamentals of Electronic Retail and Supply Chain
- Basics of Management
- cyber security course
- spreadsheet program Excel
- word processing program
- Accounting Framework
- Accounting Cycle
- Adjustments Entries and Financial statements preparation

PROFILE

My ambition is to join a professional work environment that enables me to develop my scientific skills and achieve my goals. Contribute to the development of the business which I will work in.

WORK EXPERIENCE

- Intern,, Al Amal Hospital
June 2021 - July 2021
- Intern,, Al Amal Hospital
June 2022 - August 2022
- Responsible for the Medical Supply Department at Al-Amal Hospital for Mental Health
- Managing hospital requests for medicines, solutions, and other hospital needs.
 - Receiving and managing warehouse orders and shipments.
- Work to maintain the safety of warehouses and medicines
- Inform the department supervisor of the specifications and quantities of the items before they are out of stock, in accordance with the purchase and storage policies and report them to the in-charge upon acting a.
 - Preparing purchase requisitions for items whose quantities reach the limit of re-ordering.
 - Carrying out periodic inventories of the items in the stores and matching the actual quantities with the item cards.
 - Preparing reports about the presence of damaged or stagnant items and submitting them to the head of warehouses.
 - Full compliance with the establishment's policies and procedures with regard to warehouses.
 - Attention to serving all exchange requests received from various departments and sections of the facility for warehouses.

EDUCATION

- Supply Chain Management** 2019 - 2022
Advanced Diploma in Supply Chain Management.
Imam Abdulrahman bin Faisal University
GPA :3.5/5