

ABBAS ALNASSER

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Summary

Procurement Professional with 10 years of experience, seeking a challenging and position where an opportunity exists for development & growth of my career and success of the organization by fulfilling challenging assignments and delivering timely results using my professional in Warehouse operations, packaging and management of warehouse activities.

Education

- **Diploma degree in Office management | College of technology 2023**
GPA: 4.41/5 with Second class honors.

Experience

Procurement Officer | Abyat Building Materials Co - Dammam, Saudi Arabia | 12/2022 - Current

- Creating purchase orders for glass throughout the KSA.
- Sending purchase orders to the supplier and Review and follow up on the delivery of glass to warehouses.
- Review the system to ensure that the warehouse has received the glass.
- Communicate with the sales team to send the required glass sizes.
- Ensure that there are no financial matters for suppliers pending with accountants.
- Creating purchase orders for laser cutting and engraving on sheet metal.
- Follow up with the installation team to ensure that the glass reaches the customer and that there are no notes in delivery.
- Sending purchase orders to suppliers and ensuring that the data is correct and conforms to the system.
- Follow up with the supplier to deliver the materials to the warehouse and the warehouse receives the materials on the system.
- Continuous communication with suppliers, urging the delivery of materials as soon as possible, ensuring that materials are delivered to the warehouse, and sending delivery notes via email to company officials.
- Continuous communication with the company's departments and resolving all outstanding issues with suppliers.

Storekeeper officer | Naser Al Baddah Trading & contracting Co - Ras Tanura, Saudi Arabia | 12/2021 - 12/2022

- Keeping a record of sales and restocking the store accordingly.
- Receiving delivery of all incoming materials and reconciling with purchase orders.
- In charge for stock rotation and coordinating the disposal of surpluses.

Warehouse Manager | Kabli holding Co - Dammam, Saudi Arabia | 12/2015 - 06/2021

- Supported an inventory of all merchandise entering or exiting the warehouse.
- Coordinated within the sales dept to make sure the package was delivered to the correct destination.

Skills

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|------------------------|------------------------|
| • Microsoft Office | • SAP System |
| • Teamwork skills | • Problem-solving |
| • Flexible worker | • Organization skills |
| • Communication skills | • Attention to details |

Courses

- Supply Chain workshop accredited by Kabli holding Co.

Languages

- Arabic
- English