

FAISAL AL-ATTAS

PROFESSIONAL SUMMARY

I'm Faisal I was studied in Delmon university in Bahrain for 2 years, I worked with Nesma & partners Co. 4 years. The stability of Saudi employees has been increased and working now in Nest Trading. I visited different factories in China and make agreement between customers and hotels. I looking for new job to development myself and get new Experiences.

WORK HISTORY

QUALITY MANAGER 08/2016 to Current

Nest Trading Est., Khobar, Saudi Arabia

- Make all communication with factories in China and local supplier and make purchase order
- Calculate the cost of all imported products
- Make all account statement for all hotel
- Make all invoices in system
- Coordinate with customs clearance and store to receive all containers
- Make all certificates from SABER system and coordinate with quality companies
- Make all supply agreements for all hotel.

CSR COORDINATOR 12/2012 to 08/2016

Nesma & Partners Co. Ltd, Khobar, Saudi Arabia

- Make job interview with candidate and make the contract
- Make the Agreement with HRDF
- Calculate the pay slip and send the invoices to HRDF
- Make the timesheet and attendees for CSR Dept.
- Attendant and coordinate all career forum

EDUCATION

Delmon university, Bahrain

Finance and banking, 09/2010 to 05/2012

Ibn Sena High School, Khobar, Saudi Arabia

Natural, 01/2007 to 04/2010

SKILLS

- Leadership
- Decision Making
- Communication
- Cost reports

LANGUAGES

English:

Arabic: