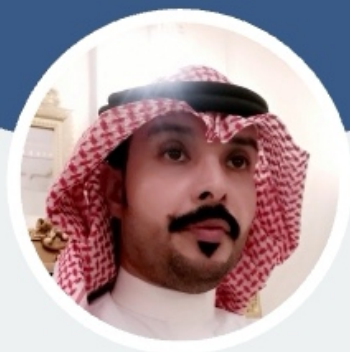


Adel Abdulhadi Al Ghamdi



Personal details

-  Adel Abdulhadi Al Ghamdi
-  adel055589@hotmail.com
-  0569297841
-  Jeddah
-  November 2, 1980
-  Riyadh
-  Saudi

Skills

- Data Entry
- Budget Preparation
- Invoice Management
- Inventory Control
- Customer Communication
- Excel Proficiency
- Label Printing
- Payment Processing
- Financial Reporting
- Data Management
- Report Generation
- Material Ordering

Education

Diploma degree in communications
Telecom and Electronics college, Jeddah

Apr 2000 - Aug 2003

Employment

Data Entry

Ibrahim Alqurashi company

Present

- Manufacturing in the system, entering factory and warehouse data, ordering materials to the warehouse, and warehouse inventory
- Printing labels for products and save files

Accountant

Yusuf Ahmed Kanoo group

Dec 2014 - Jul 2023

- Budget preparation
- Invoice introduction in systems
- Checking invoices
- Make payment
- Matching credit with debit
- Communicate with customers by email
- Print statements
- Cash transfer
- Print reports
- Using Excel sheet

Customer service

Yusuf Ahmed Kanoo group, Jeddah

Jan 2013 - Apr 2014

- Providing customer service
- Pick-up and delivery Shipping Policy and Glades bills
- To answer inquiries delegates and sincerely companies
- Write the monthly reports for the department
- Open a new transaction and closes files after you are done through the system
- In addition to the works of arithmetic and other administrative

Sales supervisor

North falcon establishment of Communications

Sep 2004 - Nov 2012

- One of her exhibitions administration
- Supervision of one institution sections, sale and marketing of their products

Various roles

Different companies

2008 - 2013

Courses

Certificate in English Language third level of training and development

Oct 2004

Cash Management

Warehouse Coordination

Time Management

Organizational Skills

Problem Solving

Organizational Skills

Analytical Thinking

Time Management

Problem Solving

Effective Communication

Warehouse Data Entry

Team Collaboration

Customer Email Communication

Languages

English 

Arabic 

Diploma qualification cycle hire

May 2000

**Cooperative training of Jeraisy Foundation
for computer communications**

Sep 2003

Exile

Customer service for car's rent

A course in strong choice