

CURRICULUM VITAE

Abdul Rahim Alamin - inventory supervisor

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Courses & turning: -

2-Computer Application Diploma – From Sudan **(3 M) INSTITUTE** 2000

3-computer account SYSTEMS known - (Alameen -SAP - EPRO – ORACLE) + full knowledge Excel

4- Course in procurement & ware house administration certificate - **TAG GROUP** 2003

Saudi Arabia :-

1- LINK TECHNOLOGY CONTRACTING COMPANY: -

*Inventory supervisor (logistic &warehouse), that job at national Guard project - under **SONY ARECSON COMPANY-**)Al-hafuf site) 2003 up to April 2007 -Carry out all (*)administrative materials stock activities within the central warehouse & sites segregating, encoding, Compare with purchase orders then creating (In -Out) CWH documents (**) Follow-up goods receive, issuing and transferring of item between CWH & site. (***) creation diary book - receipt of custody and collection of invoices, analysis & liquidation with the financial department.*

2- AI ARRAB CONTRACTING COMPANY ACC: - It is one of Al Rajhi Holding Group Companies

*The same job specifications at the previous company with an increased number of warehouses (inventory supervisor)
Nov 2008 up to Nov 2020 — Administrative supervision of 4 warehouses in each warehouse, 10 Loading _unloading workers + (3 storekeeper,3 data entry, 3 Dayna 2 long trailer drivers + 2 forklift operator) Full knowledge of construction materials - civil-mechanic-elec. With computerization of costs and extracts*

3- Now working at trading company (WATER TREATMENT**) since dec. 2021 up today**

PERSONAL DETAILS:-

- *Good knowledge of construction materials (mechanics / electrical / civil /electromechanics)*
- *Good report writing skills - inventory – items coding - costing -*
- *Excellent in spoken and written communication skills in English as well as Arabic*
- *Ability to work well with colleagues or alone in the event of an individual assignment*