

AHMED ALHARBI

CONTACTS

📍 المدينة المنورة, madinah,
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ABOUT ME

High organizational skills. I am actively seeking a leadership position to gain practical experience and join a professional and high-level team. This will enable me to overcome work challenges and advance my administrative skills. This will help me develop my administrative and academic skills, enhance my practical and academic skills, and gain more experience in the field of work and a bright future, God willing

EDUCATION

GENERAL SECONDARY EDUCATION

Prince Abdul Majeed Bin Abdulaziz High School, Madinah
2014

SKILLS

Teamwork

Effective communication

Customer service

Management

Proficiency in using computers

Data Entry (Arabic-English)

Ability to organize and communicate with different

Analysis and decision-making

LANGUAGES

Arabic

English

WORK EXPERIENCE

REPORTER

Abdullah Al-Aufi - Al Hamra - Universities Road,
Madinah, Madinah

AUG - 2016

MAR - 2017

- Monitoring and planning to meet the company's material needs.
- Monitoring shipments and ensuring their safe arrival until the required goods are received, in coordination with senior management.

TREASURER

Zala Altawfir-Road Alhijra, Madinah, Madinah

2019

2020

- Issuing purchase invoices and delivering them to customers.
- The ability to deal with cashier devices and programs.
- Applying all the company's internal regulations.
- Recording products accurately upon entry.
- Maintaining cleanliness along with cashier devices and programs at different locations, including canceling purchase invoices and delivering them to customers.
- The ability to handle gifts, discounts, and purchase coupons, and the ability to present them to customers.

TREASURER

Iijadat Global, Madinah, Madinah

JAN - 2020

JUN - 2022

- Issuing purchase invoices and delivering them to customers.
- The ability to deal with cashier devices and programs.
- Applying all the company's internal regulations.
- Recording products upon their entry without errors.
- Maintaining cleanliness along with cashier devices and programs in various locations, including canceling issued invoices and delivering them to customers.
- The ability to handle gifts, discounts, and customer coupons, and the ability to present them to customers.

MAINTENANCE SUPERVISOR

Sunlight Telecommunications Services Limited - Umm
Khaled District, Madinah, Madinah

2023

2024

- Supervising the maintenance technical team, assigning tasks, and ensuring the effective and safe execution of routine, preventive, and repair maintenance work.
- This also includes inspecting facilities, planning maintenance schedules, ensuring compliance with health and safety regulations, evaluating team performance, and reporting to management.

COURSES

INVENTORY AND PROCUREMENT MANAGEMENT-SUPPLY CHAINS

CUSTOMER SERVICE

PROJECT MANAGEMENT COURSE

SPREADSHEET PROGRAM EXCEL