

Nader Saleh

Administrative Coordinator / Logistics Coordinator

Jeddah, Saudi Arabia
0563358082

Naderehab.296@gmail.com



I am on the hunt for a challenging and rewarding role that aligns with my academic background and my experience, offering a platform to not only apply but also enhance my skill set. My goal is to foster a long-term career marked by growth and to enrich my professional experience. With a keen focus on development and a commitment to excellence, I am poised to contribute effectively to your team and deliver tangible results.

EXPERIENCE

Administrative Coordinator / Logistics Coordinator (Facilities Management) at ISAM KHAIRI KABBANI -**IKK group** July 2022 till now.

Key Responsibilities:

- ❖ Collaborate closely with the HR department to manage employee-related processes, including documentation renewals (Iqama, passport), leave management, resignations, and travel arrangements
- ❖ Assist new staff with onboarding, including timesheet management to accurately record working hours.
- ❖ Prepare comprehensive timesheets for labors, staff, and rental equipment to ensure proper tracking of resources.
- ❖ Handle petty cash and prepare detailed expense sheets, contributing to effective financial management.
- ❖ Handle procurement activities, including purchasing office supplies, to support organizational needs.
- ❖ Orchestrated the procurement of office supplies and equipment, streamlining inventory management processes.
- ❖ Responsible for the management of accounts payable, guaranteeing the prompt and precise execution of financial transactions.
- ❖ Proficient in handling email correspondence and assuring prompt responses to internal and external stakeholders.
- ❖ Supervise residential camps, keeping detailed records of rental agreements, and managing prompt payments and extensions.
- ❖ Lead the coordination and management of fleet services, guaranteeing periodic maintenance and compliance with licensing regulations.
- ❖ Daily coordination with drivers to planned distribution areas and ascertaining seamless logistics operations.
- ❖ Proficient in issuing transport documentation, including NAQL waybill for trailers and Dyna.
- ❖ Oversee daily operations in stores and warehouses, optimizing supply chain processes.
- ❖ Liaise with suppliers to ensure timely delivery of materials to site locations.

Financial Accountant at AL Shoala ALoula for gas installation

Feb 2022 - June 2022

Key Responsibilities:

- ❖ Developed and managed comprehensive financial reports, including monthly profit and loss statements and balance sheet reports to facilitate strategic decision-making.
- ❖ Conducted tax reporting duties with a high level of accuracy and compliance, securing all financial practices adhered to relevant legal standards.
- ❖ Streamlined inventory processing systems to enhance efficiency and reduce discrepancies in stock management.
- ❖ Performed in-depth data analysis to support the creation of weekly and monthly financial estimates, providing valuable insights for budget forecasting.
- ❖ Contrive weekly cash flow statements to effectively control organizational expenditure and optimize cash flow management.
- ❖ Processed and issued accurate invoices to clients and vendors, maintaining clear and consistent financial records.
- ❖ Maintained prompt and professional communication through email, ensuring all inquiries and correspondences were addressed in a timely manner.

Accountant at El Amana for Tires and Batteries distribution.

Oct 2018 – Jan 2022.

Key Responsibilities:

- ❖ Manage daily journal entries certifying accurate financial records and compliance with accounting principles.
- ❖ By consistently and carefully keeping the financial statements up to date, valuable and timely information regarding the company's financial well-being is provided to stakeholders.
- ❖ Oversaw accounts receivable and accounts payable to ensure timely settlements and maintain cash flow stability.
- ❖ Operated cash registers with precision and efficiency, contributing to the accuracy of daily financial transactions.
- ❖ Conducted business with banks for deposits, withdrawals, and other financial transactions.
- ❖ Prepared and filed monthly tax reports, attesting with tax laws and regulations.

Education

Faculty of Commerce Accounting Dep.

(Mansoura University)

2014-2018

Courses

English for Effective communications

(AUC)

Talent Acquisition

(HRCI)

Skills

- Exceptional coordination and organizational abilities to manage multiple tasks and priorities.
- Interpersonal skills, both verbal and written, facilitating effective interactions across all organizational levels.
- Proven track record in administrative support and logistics coordination.
- With a Precise methodology, I prioritize accuracy and adherence to administrative procedures.
- Proficient in the realm of financial management, such as handling petty cash and tracking expenses.
- Proficiency in Effective planning, ensuring Productive allocation of staff and resources.
- Competent in procurement and supply chain management, contributing to operational efficiency.
- Ability to gather and analyze information, identify patterns and trends, and develop effective solutions to challenges and obstacles. By honing these skills, individuals can navigate through various situations with ease and make informed decisions that lead to positive outcomes.
- Time management.
- Teamwork.
- Decision-making.
- Adaptability.
- Multitasking.

LANGUAGES

Arabic	Native
English	Very Good

PERSONAL INFO

Birth	: 01/02/1996
Iqama	: Transferable.
Driving license	: Valid.