

HUSSAIN ABDULWAHED KHELITIT

Social status: Married
Saudi Arabia Eastern Region.

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EDUCATION

Missouri Southern State University "United State".

Bachelor of Science in Business Administration - Graduation: July 26, 2018 Majors:

Business Administration Management. GPA: 3.29 out of 4

OBJECTIVE

To reach a place in the field of Business that will use my training and experience to develop inside the organization.

EXPERIENCE

❖ I am currently working at Green Global Group for Environmental Services.

➤ Business Administration Assistant. (Since Feb 2020)

- Contributing to the planning and development of projects.
- Greet and assist visitors.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Preparing projections of manpower requirements.
- Coordinate and monitor the entire array of operations of the Etimad Portal at various stages for all 3G subsidiaries.
- Search and select tenders. Responsible for production of supporting information for tenders, including case studies, and CVs for recruitments. Assist with coordinating and writing tenders, with particular focus on large strategic tenders.
- Business development _ Assist with the development and implementation of strategies for winning business.
- Maintain active registrations and vendor ID with major accounts including Saudi Aramco, Sabic, SEC, SWCC and other companies as needed.

❖ I worked at Arabian Fal Company as Dispatcher and planner.

ARABIAN FAL COMPANY

➤ PLANNER/SCHEDULER July 2019 -Jan 2020

- Monitoring M1 & M2 notification generated in SAP plant maintenance.
- Initiating work order for generated notification.
- Preparing scope of work and cost estimation for created work order as per site requirement.

- Planning and sending for work order budget approval.
- Scheduling to execute the task.
- Closing maintenance order in SAP PM.

ARABIAN FAL COMPANY

❖ Dispatcher (VONEMBER 2018 - Until July 2019)

- Receive emergency and non-emergency calls and record significant information.
- Address problems and requests by transmitting information or providing solutions.
- Receive and dispatch orders for products or deliveries Prioritize calls according to urgency and importance
- Use phone to send crews, vehicles, or other field units to appropriate locations.
- Monitor the route and status of field units to coordinate and prioritize their schedule.
- Provide field units with information about orders, traffic, obstacles, and requirements.
- Enter data in computer system and maintain logs and records of calls, activities, and other information.

❖ Bin Hasoon International Trading Est

August 2007-January 2011 Clearance

- Inspected shipping documents and imported products to ensure compliance with national laws.
- Transferred data to computer system accurately utilizing a high attention to detail.
- Print and make a report in the end of the day.

❖ MALL \ ERAM STOR

December 2006-September 2008

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- Communicated with supervisor to present monthly sales reports.
- Salesman: At al Zahra mall Run the store.

AWARDS AND ACKNOWLEDGEMENTS

- Supply Chain June 08.2021
- Project Management: Scope Management April 19,2020
- COSHH Risk Assessor April 17, 2020
- Minor Maintenance ticket (SAP) • Material Reservation (SAP) • Time entry (SAP) • Scheduling
- Preventive Maintenance
- Equipment data maintainer
- Routine inspection Reports
- Scholarship: Ministry of Higher Education of Saudi Arabia.
- Computer application skills.
- Customer Care Course, Marketing Concept and Sales Skills.
- Certificate of Appreciation as Volunteer to Eid Ramadan. At Pittsburg State University
- Certificate of Saudi EDI

SKILLS

- English and Arabic
- Reporting skills
- Creative problem solver
- Leadership abilities
- Communication skills Teamwork
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- Strategic sales knowledge
- Operations Management
- Microsoft excel, word, outlook.
- Sales • Entry data