

## CONTACT

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## OBJECTIVE

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Seeking a rewarding Entry Level or intermediate Analyst position with Redington Saudi Arabia Distribution Company to utilize learnings in financial reporting, forecasting, and planning and knowledge of accounting software.

## EXPERIENCE

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*06/2009 - 10/2010*

- **FAWAZ AL-HOKAIR GROUP**

Salesman

Explaining the items features to the customers in order to sell the stocks. Trying to achieve daily target in order to get insensitive. Maintaining cleanliness of store sections.

*01/2019 - 08/2019*

- **ZamZam Pullman Hotel**

Front Desk Receptionist

Welcoming pilgrms with respectc, no matter what nationality or background they come from. Check in and out guests in the System. In case of system shut down, there's a manually backup plan to do the procedure. Collecting payments, cash or through master cards, visa. Follow up guest's requests and complaints. Assisting lost guest. Report to front office manager.

*05/2019 - Current*

- **Redington Saudi Arabia Distribution.**

Executive Logistics

Receiving stocks, storing, distributing to salesmen. Dispatching stocks to other regions within the Kingdom as needed. The most used programs in this field are outlook, excel, teams, and company portal. Do daily inventory of stock. Daily reporting of sales to managers. Maintaining warehouse official documents. Archiving old sales receipts. Using calender to sort priorities.

## EDUCATION

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*2007*

- **Jeddah College of Technology**

Accounting Diploma

3.74 out of 5

*2017*

- **Capilano University**

Advanced Diploma in Business Administration

2.81 out of 4.33

## SKILLS

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- SAP Program
- Microsoft Office
- Stock Inventory
- Adobe Photoshp
- Adminstrative Assistant
- Accounting analysis and reporting.

## PROJECTS

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- **Hotel Website Creation**  
I have built a website from scratch via Adobe Dreamweaver Program.

## ACHIEVEMENTS & AWARDS

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- IELTS Certificate
- Photoshop Certificate
- ICDL Certificate

## LANGUAGE

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- Arabia
- English
- Spanish

## INTERESTS

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- Photoshop
- Stock Market

## REFERENCE

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- **Reji Daniel - "Redingtongulf"**  
Logistics Deputy General Manager  
Reji.Daniel@redingtongulf.com  
+966 56 728 9177
- **Ahmed Faraz - "Accor Hotels"**  
Front Office, groups handler  
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