

Haitham Al Dakheel
Rabwah Dist., Dhahran, Saudi Arabia
0543084462
findhmd@hotmail.com

Dear Hiring Manager,

I would like to express my interest in applying for your vacant in logistics Services.

Your role has a definite correlation with my ability to ensure that the right products are delivered to the right location at the right time. You will be able to see from my attached CV that I am someone who can effectively manage distribution departments costs and performance over both the short and long term.

For the last fifteen years I have been employed as a Distribution Supervisor by National Guard Health Affairs, where I lead a highly effective operation managing multiple distribution centres. These hubs distribute directly to end-users, and operate very high levels of service in a time critical environment. At work, I play a major part in resolving problems and in spotting, mentoring and growing future leaders from within the Distribution Centre.

During my career I have gained exposure to multi-site management and have learnt how to spot areas that can be improved.

Aside from all of the above, I am a highly confident person in my own right, and have the ability to building relationships and trust with colleagues at all levels.

In view of all of the above I would be grateful if you would consider me for this key vacancy. I would appreciate an opportunity to meet personally to discuss how my abilities and existing contacts will be useful and helpful to your company.

Please let me know if I can provide you with any other information or references. I thank you for your time and I look forward to hearing from you.

Sincerely,

Haitham Moh'd Al Dakheel



HAITHAM AL DAKHEEL

DISTRIBUTION-SUPERVISOR

0543084462
findhmd@hotmail.com
Rabwah Dist.
Dhahran, Saudi Arabia

Experience

Arab National Bank Agency
1999 - 2004

Data Entry and Controller

Arranging the files.
Making Daily report and MIS report.
Answer the calls of the customers.
Trained other employees in basic administration tasks.
Assist in data entry and office/paper work.

Aramex
2004 - 2004

Collector

Constant reminders via emails and phone calls.
Sending field visits to non-contactable customers.
Answer the calls of the customers.
Making Daily report.
Track the shipments of the customers.

Abdullatif Alissa Group
2004 - 2005

collection Coordinator

Constant reminders via emails and phone calls.
Sending field visits to non-contactable customers.
Update and deliver the collection & allocation to the team.
Case to case review with executive.

National Guard Health Affairs
2005 - 2007

Receiving & Distribution clerk

Transport cases from van or trucks to the desired destination of the end-users.
Build and maintain relationships with the end-users.
Figure out shipping problems.
Insure accurate counts.
Maintain a clean work area.
Check and receive goods into stores.
Handling the operation for almost all outbound destinations.
Ensure the smooth process and accurate information to meet customer satisfaction.
Handling, supporting and solving the problem during proceeding.

National Guard Health Affairs
2007 -

Distribution Supervisor

Directed, trained and motivated staff.
Ensure that procedures and regulations in the stores are followed.
Increase picking and packing productivity.
Making improvements to increase productivity.
Organized stores facility.
Oversee stores and delivery functions.
Planning for cycle-count year-end stock take.

Reduce total time for dispatch.
Compare the quantities of items physically Present in the stores to the inventory records of the stores.
Receives and counts items in the stores Inventory and record the data either manually or in the compute.
Meet daily goals and quotas.
Receive materials from suppliers.
Loading and unloading goods from delivery vans or trucks.
Checking that the correct quantity and type of goods have been received.
Maintain inventory management system.
Prepare shipping documents for daily delivery.
Supervised staff of order pickers/packers.
Ensure accuracy of orders.
Ensure materials were handled properly.
Assist in physical recipes and unpacking of stock.
Handling inbound/outbound goods.
Making sure that all inventory processes are completed.
Packing and labelling goods before they are dispatched.
Dealing with Hazard Items (MSDS)

Education

King Faisal University
2012 - 2016

Bachelor degree in Art - History

Projects

National Guard Health Affairs

Leo Project

Oracle go live

Other Info

Skills

Warehouse Management, Distribution, Hazmat, Inventory, Store Management, Customers Services

Appreciation letters

2005, 2006, 2010, 2012, 2013, 2016 and 2018

Languages

Arabic, English

Courses

Managing Chaos: setting priority and making decisions under pressure.
Dealing with difficult managers and the art of supervision.
Warehouse Management.
Risk Management.
Become A More Effective Manager.
Material Storage Operations.
Preparing And Arranging Warehouses.

