



# MAHMOUD ABBAS ALNAKHL

Administrative / WAREHOUSE REPRESENTATIVE / sales /Designer and Photographer

Talented with good Administrative Assistance background in public relation, customer service , office management , human resources . Adapt at organizing management matters, arranging the agenda, as well as organizing meeting times, and Administrative participating in making administrative decisions. I can communicate clearly and effectively with people from all social & professional backgrounds. A high performing individual, with the ability to work well under pressure, consistently delivering quickly and accurately and able to priorities, to ensure deep insight into planning, organizing and controlling the activities and actions which allows me to search for a good position with a professional organization that appreciates my experience



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Madina, Saudi Arabia

## SKILLS

Time Management

Solving Complex problems

Troubleshooting

Excellent Communication

Analytical thinking

Quality control

MS Office

Operational Efficiency

Quality assurance

Critical and analytical thinking

## WORK EXPERIENCE

### WAREHOUSE REPRESENTATIVE

#### SAUDI PAN KINGDOM POWER CO. LTD (PPCO)

08/2015 – 03/2018

Madina , Saudi Arabia

##### Achievements/Tasks

- Supervisor with necessary paperwork to conduct detailed physical inventory .
- Maintain safety compliance in regards to the handling of damaged and recalled merchandise
- Responsible for entering inventory receipts and shipments in computer system in timely manner .
- Follows all company policies and procedures.
- Maintaining warehouse performance to the optimum level

### Reading Electricity Meters Technician

#### SAUDI ELECTRIC COMPANY

08/2015 – 03/2018

Madina , Saudi Arabia

##### Achievements/Tasks

- Reading Electricity Meters at Homes , Company , Malls

### Sales Representative

#### Hassan Al- Harbi Foundation

05/2019 – 03/2020

Madina , Saudi Arabia

### Designer and Photographer

#### Saudi Arabia , Madinah

## CERTIFICATES

## LANGUAGES

Arabic  
Native

English  
Limited Working Proficiency

## EDUCATION

### Study Program

#### Secondary School