**SADDAM HUSEN**

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**Professional Summary**

5 years experienced and skilled administrator with excellent time-management and coordination skills, looking for the position of Office Administrator in a fast-paced work environment. Offering superior clerical and customer service skills, and proficiency in Microsoft Office.

**Skills**

* Strong skills in operating computer software required for business applications, such as Microsoft Word, Excel, Dynamics, PeopleSoft, SAP, and more
* Proven record of results when working as a supervisor for a team of staff members, resulting in better productivity and improved morale.
* Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
* Exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.
* Highly capable oral and written communicator when discussing issues with staff members or delivering correspondence to individuals in writing.

**Work Experience**

**Office Administrative**

**December 2014 to January 2018 at Shar Company Saudi Arabia.**

* prepare purchase orders and send order requests to suppliers. we also update records and follow up with vendors to check if the order is being processed.
* If issues arise with shipments or orders are incorrect or late, procurement administrators work with the supplier to resolve the issue. we build strong relationships with key contacts within these companies, working with them closely to fix problems as quickly as possible.
* work with suppliers to negotiate material and order costs, and compile cost reports for invoices. In some cases, bargaining may be necessary to get the best rates possible.
* Monitoring inventory stock the includes observing whether the appropriate items have arrived and determining what needs to be reordered.
* Communicating to international clints related to sales & distribution.
* Preparing delivery order and confirmation to clints.
* Established and maintained effective relationship with all external agencies and our staff.
* Preparing daily and monthly basis sales and purchase report.
* Mailing and drafting to our clints.
* Registering all products in SAP system.
* Review employee performance standards with each individual staff member periodically and help set goals to improve outcomes in customer service interactions.
* Resolve customer concerns and answer questions when asked from other staff members related to customer complaints or issues.

**Transport supervisor**

**July 2019 Present at Al- Khaldi Logistics Company Saudi Arabia.**

* Scheduling transportation services, planning routes, and assigning drivers.
* Developing and implementing improved transportation administration policies and procedures.
* Processing shipping documents, including bills of lading.
* Managing budgets, as well as processing purchase orders and payments.
* Monitoring drivers' logbook entries and performing payroll administration.
* Liaising between managers and drivers, as well as collaborating with other departments to optimize transportation services.
* Planning routes and preparing schedules, as well as tracking and reporting progress with orders.
* Handling customer queries and escalating serious complaints to management.
* Complying to transportation regulations and company policies.

Education

Master of Business Administration 2013 (Maharishi Dayanand University Rohtak)

Bachelor of Business Management 2011(Bangalore University)

Passport Details

Iqama No: 2474272313

Passport Number: L7775799

Passport Issue: 12th March 2014

Passport Valid: 11th March 2024

Passport Issued Place: Patna

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct, and complete to the best of my knowledge and belief.