

Abdulkareem Syed

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AlKhobar, Eastern Province

Summary

Enthusiastic, highly-motivated Business graduate with proven leadership capabilities, who likes to take initiative and seek out new challenges. Proficient in a range of modern technologies.

Employment History

Operations and Logistics Coordinator

AlRashed Cement • Dammam, Eastern Province

01/2021 - Present

- As a part of the Automatic Delivery System (ADS) team, all order's within Saudi Arabia are processed by our team.
- Aligning orders region-wise and dedicating drivers to each order.
- Receiving and arranging the delivery notes from Eastern Province.
- Updating the delivery note with remarks.
- Reporting to Regional Operations and Logistics Manager.

Sales Coordinator/Administrative Assistant

Saudi Global Institute • Dhahran, Eastern Province

12/2019 - 12/2020

- Accreditation in charge.
- Scheduling of meetings with possible clients.
- Work with the sales team to follow up on the quotations.
- Scheduling of timetable.
- Collecting instructor's CV (Freelancers) and sorting them as per the requirements.
- Taking initial interviews of instructors, and scheduling further interviews of instructors with the clients.
- Sourcing CVs from platforms like Bayt, LinkedIn, and Expatriates as per the company's requirements.
- Provide administrative and client support.
- Resolve conflicts and issues with speed and efficiency.

IT Operator

Nesaj Real Estate Residential Compound • Rakah, Eastern Province

08/2019 - 11/2019

- Managing the efficient flow of access card for tenants and employees of the Compound.
- Controlling/limiting the access of people as per their categories.
- Solving the issues of tenants as well as employees related to access cards.
- Operating CCTV cameras.

Professional Skills

- Communication
- Social Media Management
- Problem Resolution
- MS Office
- Vendor Management

Education

BBA

VIT Business School, VIT University • Vellore, Tamil Nadu

Graduated

CGPA: 8.26

04/2019

- Awarded Merit Scholarship for academic performance in the year 2016-17. (BBA, VIT University).
- Awarded Merit Scholarship for academic performance in the year 2017-18. (BBA, VIT University).

UKG - XII

International Indian School Dammam • Rakah, Eastern Province

04/2016

Accomplishments

- Participated in the Industrial Awareness Campaign organized by MSME Development Institute, Chennai.

Languages

- English: Fluent
- Urdu/Hindi: Native
- Arabic: Conversational

Personal Details

Visa Status: Residency Visa (Transferable)

Driving License: Saudi Driving License