

Fahad Mohammed Alkhaldi

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PERSONAL STATEMENT

I am a highly motivated and hardworking individual who can speak English and Arabic. An individual with adept expertise in marketing. Has a dynamic and prescient view on future learning opportunities in a marketing related field where I can actually make a difference.

EDUCATION

Bachelor of Science, Business Management and Associate in Accounting
Utah Valley University, Orem, Utah, United States

GPA: 3.45 Out of 4

Graduation: August11, 2017

Experience

Aramco Material Expeditor in Offshore Rig Site, SRACO Company
Dammam, Saudi Arabia

November 26, 2018 to Present

- Compiles and maintains material, parts inventory, and status information.
- expedite movement of material and parts between production areas.
- Records and maintains perpetual inventory of quantity and type of materials parts received, stocked, and distributed.
- Compiles maintains records, material inventory records, production records.
- examine material received, verify part numbers, and check discrepancies, such as damaged or unmarked parts.
- compare work ticket specifications to material used at work stations to verify.

Procurement Controller in AL-Yamama Company Dammam, Saudi Arabia.

April 24, 2018 to November 20, 2018

- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Track and report key functional metrics to reduce expenses and improve effectiveness

Saudi Arabian Club, Orem, Utah, USA

January 2015 to August 2017

- Helped plan and execute club events.
 - Helped setting up new students.
 - Acted as a representative with the university on behalf of students.
 - Won second place out of 500+ SACM clubs for 2017.
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Accomplishments

- Course: Operation Management. **August To December 2016**
 - Honors and Awards: Dean`s List. **May 2016 To August 2017**
 - Project: Business Plan. **August To December 2016**
 - Organization: International Student Office. **August 2015 To August 2017**
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SKILLS

- SAP
 - Management
 - Customer Service
 - Accounting
 - Marketing
 - Teamwork
 - Microsoft Office Package
 - Quick learning
 - Accuracy
 - Multi-tasking
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REFERENCES

Available upon request

