

Hussain Altalib

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PERSONAL INFORMATION:

Date of Birth: Nov 24th 1988

Gender: Male

Nationality: Saudi.

Objective

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment.

EXPERIENCE:

DHL SUPPLY CHAIN – EXEL SA (Jul. 2012 – Present)

IT Business Systems Analyst (Dec. 2014 – present)

- Analyze current business processes and make recommendations for improvement.
- Analyze systems requirements.
- Examine existing IT systems and business models.
- Manage new implementations and system enhancements by collaborating with various vendors/customers/business units/system owners etc.
- Improve training and operational procedures to increase productivity
- Work with clients to understand requirements
- Create and present reports to executive team members and shareholders to support recommendations
- Oversee implementation of projects from inception to completion
- Assist in modification of specific SOPs and User Manuals.
- TMS Handhelds Enhancements / Updates / Overall Support.
- Complete TMS (Transport Management System) Administration.
- Complete WMS (Warehouse Management System) Administration.
- Check and solve interface issues.
- Providing support during and post implementation.
- Responsible of Enhancements / Updates / Overall Support.
- Analyzed and Created business request document and functional specification for HHT application, which helped drivers to Collect / Deliver the material via using HHT.
- IT purchasing and invoicing.
- IT support.

CONTROL TOWER PLANNER (Saudi Aramco Project) (Jul. 2012 – Nov 2014)

- Plan collection and delivery.
- Coordinate with vendors for collation.
- Coordinate with end user for delivery.
- Checking manifest comparing with system.
- Reporting to operation for next day plan.
- Check documents to complete the trip.
- Check and update the events in system.
- Coordinate with transportation department for special handling.
- Coordinate with other department or Aramco MLD to solve the issues like missing material, missing delivery note, events not updated to the system ..etc.
- Report the pending orders in W/H to make sure that every order will deliver in the time frame.
- Reporting to operation for next day plan.
- Follow up with Vendors if material not arrived to distribution center.
- Check segregation of the material to the regions as per the locations of the users.
- Report the pending orders in W/H to make sure that every order will deliver in the time frame.

Cooperative Training - Purchasing department as Purchaser.

Assisting a purchasing department includes data entry, maintaining and entering purchase orders, maintaining and compiling purchasing reports, and working with accounts payable regarding supplier and vendor invoices.

ZP ARABIA drilling company limited, Dhahran, Saudi Arabia (Aug 2009 – Aug 2010)

Administrative employee.

EDUCATION:

Institute of Public Administration, Dammam, Saudi Arabia (2010-2012)

Material Management

- Collaborate with other managers to determine supply needs.
- Purchase supplies and materials according to specifications.
- Coordinate and supervise receiving and warehousing procedures.
- Oversee distribution of supplies in the organization.
- Control inventory levels and ensure availability of material during emergencies.
- Supervise, evaluate and coach subordinates.
- Maintain relationships and negotiate with suppliers.
- Keep detailed records on procurement activity, materials quantity, specifications etc.
- Assist in forecasting to plan future orders.

COURSES:

- Certificate of Recognition provided from **ARAMCO & DHL-Exel Supply Chain and Logistics.**
- Certificate of **Quality Champion (Internal Editor)** Provided by DHL.
- English level three Certificate provided by **Al- Andalus Institute.**
- English level two certificate provided **Prince Mohammed Program.**
- Microsoft office programs Certificate provided by **Alamiah Institute.**
- Computer Applications Certificate by **Prince Mohammed program.**
- First Aid Certificate provided by **Prince Naif Program.**

SKILLS:

Language Fluent in Arabic and English.

- Work confidently within a group
- Well trained in Windows, MS Office, and Oracle.
- Able to plan activities & carry them through effectively
- Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions
- Able to express your ideas clearly and confidently in speech
- Manage time effectively, prioritising tasks and able to work to deadlines
- Enjoy the ability to build good relations, constructive social.
- The ability to accommodate functions of any work in several disciplines.
- Capacity for innovation and development in many systems.
- The ability to perform under pressure at work.

References:

Mr. Zaki Albotian , Opration Manger, KSA, +966 506 907 435 - Zaki.AlBotaian@dhl.com