

Hassan Mohammed Hassan Sheta

E-mail: sheta2041@gmail.com

Mobile1: +966507896061

Mobile2: +966570826175

Age: 28 years

Location: Dammam

Nationality: Egyptian



Available to work immediately

Working Experience

Gulf Star Project. - KSA Since 2021

Responsibilities

- Managing the operating process for transporting goods to Aramco
- Coordinating and arranging purchase orders
- Follow up on all accounting operations such as sales invoices, purchase invoices, zakat, VAT, Mudad, Update wages in insurance and review the financial statements
- Follow up the movement of shipments and communicate with the shipping agents

Abdel Hadi Abdulla Al-Qahtani& Son's AHQ Group KSA

Al-Qahtani Vehicle and Machinery Co. -From 2017 To 2021

Responsibilities:

- Plan stock inventory by checking stock to determine amount available; anticipating needed stock; placing and expediting orders for stock
- Control Stock
- Make a quarterly and a half year purchase report
- Receive requests from customers and make quotations
- Purchases orders Coordinator
- Good knowledge of local spare parts market
- Read catalogs and computer displays in order to determine replacement part stock numbers
- Logistics and the supply chain
- Counter sales
- Technical support
- Admin Spare Parts
- Coordinator in store

EI Nour for Electrical Supplies Co. – EG - From 2014 To 2016

- Part time indoor sales.
 - Make Quotation For Customers
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EDUCATIONAL BACKGROUND:

Bachelor of Commerce Accounting Division | Zagazig University - EG 2012-2016

Courses and Certificates

- Introduction To supply Chain Management (SCM)
- ICDL
- Excel Accounting Course
- Pre_banking Course
- Human development of UNICEF

LANGUAGE SKILLS:

- Arabic (Native Language)
- English (good)

Key Skills

- Information and communications technology (very good),
- Good knowledge of using software Outlook
- Good in Microsoft Office
- Good communication and good handling skills with other
- Ability to work with successful work team to achieve the goals

*****Profession is an ordinary worker*****

****** Sponsorship Valid and Transferable******