

# Muntazar Hassan

A fresh graduate committed to learning, developing job related skills and securing a successful & long-lasting career.

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📍 Pakistani

📅 08 March, 1999

## WORK EXPERIENCE

### Product Coordinator

Adel Abdulkareem Abu Alsaud & Partner Trading Co.

03/2023 - Present

(Transferable Iqama)

Medicine, Cosmetics & Medical Equipment Distributor

Responsibilities

- Creating Purchase Orders
- Following up on the PO with the vendors
- Solving any discrepancies occurred with the orders
- Receiving & dispatching of the goods
- Handling returns of damaged & expired goods
- Following up on Return Invoices & Credit Notes
- Reallocation of pharmacies stocks depending on sales
- Filing insurance claims of company's owned pharmacies

### Intern

Arabian Gulf Shipping - GAC

06/2022 - 08/2022

Responsibilities

- Preparing RORO & Break-bulk cargo manifests.
- Vessel registration in OSS (In-house system).
- Invoice recording.
- Dangerous goods booking and document preparation.
- Preparing Bill of Lading.

## EDUCATION

### Associate's Degree

Dammam Community College - KFUPM

2019 - 2022

Course

- Supply Chain Management

### Higher Secondary School Certificate

Pakistan International School Al-Khobar

2016 - 2018

Course

- Pre - Medical

### Secondary School Certificate

Pakistan International School Al-Khobar

2014 - 2016

Course

- General Sciences

## LANGUAGES

English



Urdu



Arabic



## SKILLS

Decent knowledge of Microsoft Word, Excel, Outlook & PowerPoint)

Efficient in using computer

Punctual

Flexible & Adaptable

Fast Learner

## INTERESTS

Continuously Learning

Reading

Poetry

Photography

Cooking

Gaming