

RADHI IBRAHIM AL SALEM

PERSONAL PROFILE

I'm a high school graduate that is experienced in how warehouses work as well as in scheduling in Health Center of Saudi Aramco, in addition of that I work as a consultant for managing warehouses in Excel Aramco . Throughout my 40 yrs career, I have been working in everything that relates to the warehouses operations whether it is procurement or delivery. Although I find myself at the end of my career, I'm still very eager to learn and teach. I have been building successful relationships with those I have worked with throughout the years and would like to continue building on that.

SKILLS & ABILITIES

General Warehousing and inventory procedures.
Principles and procedures of record keeping.
Business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
Safe work practices.
Emotionally mature, articulate, professional in demeanor and conduct.
Ability to work in high traffic area during repeated interruptions.
Capable of working on multiple tasks simultaneously.
Flexibility and willingness to assist in meeting demands during periods of high stress.
Willing to comply with rules and policies.
Warehouse management and procurement.
Supply management.
Bidding and purchasing.

EXPERIENCE

WAREHOUSE MANAGER, SAUDI ARAMCO

1979-1995

Started my career working in the warehouse, procurement, receiving and delivery section within the shipping department. I've also worked with shipping to both the airport division as well as the port division.

Shipping/Receiving

Packing a wide range of items for safe shipping.
Finding creative, economical solutions to shipping challenges.
Verifying that orders are filled correctly and recording shipping date.
Loading and unloading inventory from our warehouse.
Working closely with our shipping agents and warehouse.

Staying abreast of shipping issues, particularly international shipping regulations and fees.
Working closely with the Customers Services Department to answer buyer inquiries.

Forklift Operator

Lift, stack and un-stack articles and materials using diesel, electric, gas or petrol powered trucks equipped with fork attachments.
Move raw materials and finished goods to processing or dispatch areas.
Make sure goods are stored in correct area of a warehouse so they may be located easily making up orders.
Load transport vehicles, making sure loads are evenly and securely placed services and make minor adjustments to the forklift.
Keep record of daily operations.

Storekeeper

Provide assistance in the ordering, receiving, issuing and inventory of materials, supplies, tools and equipment for the Operations Center Warehouses.
Perform responsible clerical duties in support of the material control function.

CLINIC SCHEDULER, SAUDI ARAMCO HOSPITAL

1995-2002

Schedule Clinic appointments, both by telephone and in person, utilizing the Medical Management Appointment Scheduler.
Provide daily appointment list at end of the day for chart retrieval.
Generate daily appointment list for each physician.
Answer phone in an efficient and appropriate manner and route calls appropriately.
Greet Health Center patients and visitors in an efficient and friendly manner and route appropriately.
Verify service eligibility of Health Center patients.
Provide appropriate medical claims information to patients as requested as they depart Clinic.
Submit a monthly progress report on all work assignments.
Maintain a neat and orderly work area at the lobby desk.
Attend necessary staff meetings and conferences as a designated by the Office Manager.
Perform other Duties as assigned by supervisor.

CONSULTANT, EXCEL ARAMCO

2007-present

I have been working in Excel Aramco as a consultant for managing warehouses. I have been sharing the experience that I have gained throughout the years.
Helps companies improve customer service operations and develop cost-effective solutions for supply chain, warehouse, material handling, and distribution issues.
Analyze information to identify and solve any logistics and supply chain operation problems for their clients.
Improve the company's supply chain performance.
Give advice on productivity, materials management, transportation of goods, packaging, order processing, manufacturing procedures, and quality control

EDUCATION

Completed High School of Saudi Government Education.

Completed various courses in SAUDI ARAMCO Training Center, Transcript is enclosed.

Completed the following Courses and Certificates are enclosed:

- Essential Leadership Skills.
- People Processes Workshop.
- Site Manger Program.
- Quality Champion Training Program.
- Capa/Dmaic Awareness Training.
- Effective Supervisory Skills Training Program.
- Nuco Training.
- Health & Safety (FIRE WARDEN)
- Certified Supply Chain Specialist (CSCS)
- Certified Supply Chain Manger (CSCM)

COMMUNICATION

I have been lauded for being an excellent communicator. I maintain good relationships with all of those around me. Being taught in Saudi Aramco, I was exposed to a lot of presentations where I excelled in presenting a few safety matters as well as a few tips to bringing a better energy to the warehouse.