**HADDIE**

**HADDIE.362700@2freemail.com**

**WORK EXPERIENCE**

**2015- Present STOREKEEPER NATIONAL CABLE INDUSTRY SHARJAH, UAE**

* Receiving incoming items and check the quality and quantity as per purchase order.
* Preparing of GRN of the received invoices and forward to purchase department.
* Issuing of spare parts when the maintenance required the items to use.
* Making of purchase request of the items which is almost over and sending to purchase department.

**2010-2012 OFFICE SECRETARY LAST VISION CONST. RIYADH K.S.A**

* Replaying customers email and answering telephones call in office.
* Making quotation sending to customers as per their request.
* Organising and storing paperwork, documents and computer-based information.

**2007-2010 PURCHASING COORDANATOR MANUEL INT’L MARKET JEDDAHK.S.A**

* Processing of Purchase Orders of items as per approved by the Manager.
* Sending inquires to suppliers of the items need to request and discuss a good offer.
* Review and resolve supplier invoice discrepancies.

**2005-2007 STOREKEEPER / WAREHOUSE IN CHARGE NESMA MINI MARKETS JEDDAH K.S.A**

* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Accurately updating all data into computer and manual recording systems.

**2003-2005 ACCOUNTANT ZSP ENTERPRISES MANILA PHIL.**

* Maintains accounting records by making copies; filing documents.
* Maintains accounting databases by entering data into the computer; processing backups.
* Process and reconcile accounting documents such as office invoices, billings, cash receipt and journal vouchers.

**HIGHER EDUCATIONAL BACKGROUND**

* **GRADUATE OF BACHELOR OF SCIENCE IN COMMERCE Major in Business Administration** @ PACASUM COLLEGE, Marawi City Philippines
* **3RD YEAR COLLEGE IN BACHELOR OF SCIENCE IN CIVIL ENGINEERING** @ SOUTHERN MINDANAO COLLEGE, Pagadian City, Philippines
* **GRADUATE OF HIGH SCHOOL GRADE** @ TAWAGAN SUR NATIONAL HIGH SCHOOL, PAGADIAN CITY

**SKILLS AND ABILITIES**

* Be able to handle administrative duties
* Be able to operate office equipment, such as fax machine, telephone, printer, scanner, etc
* Proficient in Microsoft Office (WORD, EXCEL & POWERPOINT )
* Slightly know how to use AUTOCAD and PHOTOSHOP program
* Be able use ERP software such as Baan system.
* Familiar of Mechanical, Electrical & Plumbing (MEP) items
* Know how to drive a car with Philippine driver licence.

**STRENGTH**

* Be able to work in long and irregular hour
* Easy learner and working accurately
* Keeping professionalism while work under pressure
* Never give up reaching better result

**PERSONAL DATA**

NAME : **HADDIE**

BIRTH DATE : **MARCH 07, 1981**

BIRTH PLACE : **POBLACION, SND LANAO DEL NORTE**

RELIGION : **ISLAM**

SEX : **MALE**

CIVIL STATUS : **MARRIED**

HEIGHT : **165 CM**

WEIGHT : **75 KG**

**VISA STATUS : RESIDENCE VISA (Available on May 15, 2017)**