



## **HARRIS**

**STORE KEEPER**

**WAREHOUSE INCHARGE / PURCHASE COORDINATOR**

**GULF EXPERIENCED PROFESSIONAL**

**ERP-ORACLE-SAP-EXCEL PROFICIENT**

### **Employment History:**

#### **1. Position: Store Owner**

Variety Store

Work Period: May 2019 to Present

#### **Job Description:**

- Implementing goods receipt /issue procedures. ...
- Tracking inventory. ...
- Putting goods in the warehouse. ...
- Arranging goods in the warehouse. ...
- Strictly complying with regulations on fire prevention. ...
- Ability to adapt quickly to the working environment. ...
- Good teamwork skills.

#### **2. Position: Supply Chain Coordinator / Stock Controller**

Company Name: RS International Company

Address: Jubail , K.S.A.

Work Period: June 2014 to May 2019

#### **JOB DESCRIPTION:**

- Prepare Purchase Requisition to Purchase Order
- Prepare agreements
- Business letters
- Coordinates to the Vendors & Sites
- Request for Quotation / Bargaining Price
- Operating office machines / MS Excel / MS Word
- Sending & receiving mails (E-mails, Faxes, Etc...)
- Stocks checking / prepare orders / balance analysis

3. Position: **EXECUTIVE SECRETARY**

Company Name: ATHEEB MAINTENANCE & SERVICES Co.

Address: DAMMAM, K.S.A.

Work Period: JULY 2008 TO June 2014

- Prepare Purchase Order & Inquiry for manpower rates
- Prepare agreements
- Business letters
- Coordinates to the different types of clients
- Clerical jobs
- Operating office machines
- Sending & receiving mails (E-mails, Faxes, Etc...)

4. Position: **PURCHASING COORDINATOR**

Company Name: ATHEEB MAINTENANCE & SERVICES Co.

Address: DAMMAM, K.S.A.

Work Period: JULY 2005 TO JULY 2008

**JOB DESCRIPTION:**

- Prepare Purchase Order
- Arrangement of Delivery Receipt
- Prepare Price Comparison
- Encoding DR to the Computer
- Monthly Consumption Report
- Supplier Statement of Account versus Audit
- Coordinate to the Supplier
- Procurement Job
- Inquiry to the Supplier / RFQ
- Prepare Accounts Payable to the Supplier (cheque / cash)

5. Position: **Housekeeping Staff (Cleaner)**

Company Name: Mouwasat Hospital

Address: Dammam K.S.A.

Work Period: June 2003 to July 2005

**JOB DESCRIPTION:**

- Dusting and polishing furniture and fixtures
- Cleaning and sanitizing toilets, bathtubs/showers, countertops and sinks
- Maintaining a clean and sanitary kitchen area
- Making beds and fixing linens
- Washing windows
- Vacuuming and cleaning carpets and rugs
- Mopping floors and disinfecting railings, furniture and fixtures
- Properly segregating and disinfecting garbage prior to safe disposal
- Maintaining proper personal hygiene and wearing of PPE

6. Position: **Store Supervisor**

Company Name: MANEL'S LEATHERGOODS CORPORATION

Work Period: June 1997 to November 2002

Reason for Leaving: To seek greener pasture.

**JOB DESCRIPTION:**

- Staff Motivation
- Checking of Deliveries
- Preparing Pull-outs, Stock Transfer, Return to Supplier, etc...
- Staff Schedule, Time Sheet
- Daily, Monthly, Weekly Report.
- Cash Sales Deposit
- Credit Collection
- Encoding of Deliveries
- Fast Moving & Non-moving Items
- Direct Reporting to the Management
- Conduct & Attending Meeting
- Yearly Inventory, Actual versus P.O.S. (Point Of Sales)

**Educational Qualification:**

**COURSE TITLE:** Office Management  
**Date Graduated:** March, 1997  
**School:** Data Computer College of the Philippine's  
Laoag City, Philippines

**Professional Development:**

**Skills Immersion:** Social Security System  
Laoag City, Philippine's  
January to March 1997  
Grade: 99 %

**Course Title:** National Certificate II on Animal Production (Ruminants)  
**Conducted by:** Technical Education and Skills Development Authority (TESDA)  
**Date and Venue:** October 12, 2019, TESDA Training Center

**REFERENCE**

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