

Curriculum Vitae



Name : Waleed Nasser Abdelaziz Bin Fadhl.
Date of Birth : April 17, 1979.
Nationality : Saudi.
Civil Status : Married.
Contact No. : 056-622-0044.

E-mail : wanafa@hotmail.com

Strengths:

I am excellent in speaking and writing for both Arabic and English languages. In addition , I have the capability to communicate well and understanding the outcomes and challenges of the meeting. Also I have a good Knowledge in Microsoft word, Excel, web outlook and Power Point as well as familiarity with the internet and electronic communication. Moreover, I can be able to follow-up and address the root of the problem and come-up with the better solutions in order to meet the required given time. However, my working experiences taught me much such as communicating with vendor to follow-up the replacement of the items (expired or nearly expired items) understanding with the accounting software from data entry, bills of purchased, sale and sorting of the required data. All in all, I can accept any tasks for the benefits of the team and the company's goals and mission.

Educational Attainment:

- Diploma of Sales - Institute of Public Administration - S.Y. 2007 to 2009. (Good)
- Diploma of Accounting - Al-Farouk Commercial Secondary Institute - S.Y. 1998 to 2001 (Very Good).

Working Experience:

- Acting Receiving Section Supervisor - Sultan Bin Abdelaziz Humanitarian City from June 2018 up to present.
- Receiving & Distribution Officer - SBAHC from May 2015 up to present.
- Receiving Assistant - SBAHC - May 2010 - April 2015.
- Computer Operator - Arabian Auto Agency Co. LTD - June 2005 - April 2006.
- Data Entry - Natural Foods Product Co LTD. - March 2004 - September 2004.

Achievements:

- Letter of appreciation - SBAHC - Aug- 2021.
- Letter of appreciation - SBAHC - Apr- 2021.
- Letter of congratulation to receiving section team for achieving the (KPI) target under my supervision - SBAHC - in Aug-2019
- Employee of the month - Supply Chain Management - SBAHC - Feb-2019.
- Letter of appreciation - SBAHC-Nov- 2015.
- Letter of appreciation - SBAHC-Dec- 2014.
- Letter of appreciation - SBAHC-Jan- 2012.

Certificate and Sessions:

- Essential Skills to Mastering the Art of Win-Win Negotiation from Human Resources Development Fund - 3 hours - 10/8/2020.
- Stress Management in the workplace - HRDF - 4 hours - 3/8/2020.
- Fundamentals of Management - HRDF - 3 hours - 12/7/2020.
- Leadership Skills - HRDF - 2 hours - 11/7/2020.
- Cyber Security - HRDF in cooperation with STC - 3 hours - 13/6/2020.
- Managing Project Risks - HRDF - 2 hours - 13/6/2020.
- Self-Management - HRDF - 3 hours - 13/6/2020.
- Strategic Thinking - HRDF - 2 hours - 13/6/2020.
- Leadership Essentials - HRDF - 3 hours - 6/5/2020.
- Introduction to Human Resources Functions - HRDF - 4 hours - 20/04/2020.
- Emotional Intelligence - SBAHC - 27 - 29 October 2019.
- Communication Skills- SBAHC - 12 - 14 March 2017.
- Basic English Course - SBAHC - 27 November 2011 - 28 February 2012.
- Back and Care Injury Prevention - SBAHC - 19 April 2011.
- Community CPR Training course - SBAHC - 28 March 2011.
- Sales Management - Saudi Hypermarket Company (Carrefour) - 10 weeks, as Section Manager 7 March 2009 - 14 May 2009.
- Preparing job seekers for the private sector - HRDF - 45 hours, 12 February 2005 to 20 February 2005.
- Accounting - Al-Sawari Trading & Contracting Company - 3 months - 10 February 2001- 10 May 2001. Under supervision of TVTC.

Skills:

- The desire to learn.
- Planning and organization.
- Analytical, research and creative.
- Flexibility and ability to manage priorities.
- Leadership skill and positive behaviour.
- Working effectively on a team.
- Learn about different cultures.