

BASSAM TURKI ALANAZI

FRESH GRADUATE

SUMMARY

Improve work performance,
Raise efficiency and Develop
my professional skills at work.

EDUCATION

Institute of Public Administration

SEP 2018 - MAR 2020

Diploma of Material Management

High School

2018

CONTACT

+966554502112

bsm.trk20@gmail.com

Saudi Arabia, Riyadh

15 - 07 - 2000

SKILLS

Computer Skills

High Ability of Using

Microsoft Office:   

LANGUAGES

Arabic ●●●●●

English ●●●●●

EXPERIENCE

The Ministry of National Guard

JAN 2020 - MAY 2020

Cooperative Training

DEPARTMENTS AND TASK:

- PURCHASE MANAGEMENT:
1- USE SPECIAL CODES TO IDENTIFY THE ITEM AND DEPOSIT IT TO THE AGENT.
2- RECEIVE IT AGAIN AND SEND IT TO THE CONCERNED AUTHORITY.
3- REVIEW BILLS.

- STORES MANAGEMENT:
1- REGISTER THE NAMES AND TYPES OF ITEMS, LIST THEM IN A LIST, AND STORE THEM.
2- FOLLOW-UP WORK IN WAREHOUSES AND MONITOR THEIR SUPPLY AND INSPECTION.

- INVENTORY MANAGEMENT (FINANCIAL):
1- RECEIVE INCOMING AND CHECK TO MAKE SURE THERE IS NO DEFECTIVE. 2- DISBURSEMENT OF GOODS FROM WAREHOUSES AND MATCHING IT AND CHECKING THE NUMBER SPENT.