

Al Gaily Ahmed Mohammed Al Amieen

Saudi Arabia

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PERSONAL DETAILS

Nationality : Sudanese
Date of Birth : 01-01-1974
Marital Status : Married
Resident ID : 2167774021

CAREER OBJECTIVES

I am seeking challenging opportunity to express my skills and experience to achieve the organization's goal.

WORK HISTORY

1- Warehouse Manager

Company Name: Saudi Fisheries Company (SFC), Riyadh, Saudi Arabia

Duration: (May 2023 – Up to date)

Job Responsibilities:

- Managing the warehouse entrusted to it, including receiving, storing and dispensing materials and managing warehouse workers
- Prepare the required goods and prepare the delivery note.
- Receiving goods from suppliers and matching them with approved purchase orders and receipt notification.
- Ensure optimal use of warehouses and organization of goods and materials.
- Preparing a report of all the goods in the warehouse periodically.
- Monitor the inventory level for the rapidly consuming commodities and notify the department head of low levels below the specified level for the item.
- Maintain clear and organized records to ensure all reports and invoices are properly deposited and shipped.
- Daily warehouse inspection to ensure compliance with requirements and storage environment.
- Request maintenance for the warehouse in question and follow up on its implementation.
- Contributing to the periodic inventories executed by the financial department.
- Ensure records are kept and all documents are managed to ensure proper inventory levels and maintain inventory control
- Coordination with the procurement department to receive the goods, the transportation section for procedures for transporting goods to customers and Shops and with the sales department to exchange the goods.
- Managing hygiene, pest and rodent control and adhering to all relevant health and safety measures.

2- Warehouse Team Leader

Company Name: Castrol – Al Khorayef Group, Buraydah, Saudi Arabia

Duration: (Mar 2011 – Apr 2023)

Job Responsibilities:

- Managing, organizing, planning and controlling the daily warehouse operations.
- Liaising with sales teams, customers, transport companies and suppliers.
- Controlling inventory levels by conducting physical counts, reconciling with data storage system.
- Coordinating and follow up with procurement and sourcing team for better space utilization.
- Developing and implementing effective warehouse layout based on product flow.
- Maintaining standards of health and safety, hygiene and security.
- Overseeing the planned maintenance of vehicles, machinery and equipment
- Preparing required regular reports by superiors and the management.

3- Spare Parts Sales Supervisor

Company Name: Al Khorayef Trading Company, Jeddah, Saudi Arabia

Duration: Jan 2004 – Feb 2011

Job Responsibilities:

- Supervise sales operations of sales team.
- Provide customer service and assist in achieving company initiatives.
- Build new customer base to maximize sales.
- Retain existing customers by providing prompt customer services.
- Prepare weekly, Monthly and quarterly Sales reports.
- Prepares and then follows up sales target progress.
- Assists the sales team to assure the success of the marketing strategies.
- Negotiating terms with the client at a cost best suited for them.
- Manages marketing collateral (brochures, sales sheets, etc.) and premium items.

EDUCATIONAL QUALIFICATIONS

- ▶ Diploma of Textile Engineering (Spinning) – Sudan University of Science & Technology - 1995

SKILLS & EXPERTISE

- ▶ ERP (Oracle) Strong knowledge.
- ▶ Microsoft Office.
- ▶ Active listening
- ▶ Leadership.
- ▶ Effective Communication.

Language Proficiency

- English :Functional
- Arabic :Fluently