

Fahad Alfareed

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- **Objective**

Seeking a position in an environment that offers a greater challenge and the opportunity to help the company advance efficiently and productivity.

- **Work Experience**

- Invoice Collector.

H.K. Alsadiq Sons Contracting CO. LTD - Ras Tanura, Ksa.

Setting a daily task schedule to communicate and coordinate with the companies by an email, or the phone, or by visiting the main office of the companies and meeting the responsible person in order to collect invoices and deliver them to our accounting department in order to make a payment on time or to demand payment of the outstanding amounts of money that have not been paid on time with a simplified report every day to my manager.

- Document Controller.

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Enter all the information of purchase invoices on the Excel file then scan all invoices and send them to the area site manager to review the invoices and make sure all of them are correctly then sign them and give me the verification to enter them in the our Pass system to prepare them for payment and deliver them to the account department to issue the check and make the payment.

- Customer Service.
Meem Bank (GIB) - Alkhobar, Ksa.

Close or open a new account for the customer and if there is an issue asking the customer to fill the documents and send it to the management to take an action and let the customer know about the result. Also check the customer account status and make sure the customer account is already update and there's no issue with it. In the same time help the customers if there's an issue in them account and solve them problem such as locked them debit or credit card and print the statement or write the report if there is fake or scam purchase.

- Warehouse Associate.
Amazon Warehouse - Nashville, Tennessee. USA

Scan the customer order purchase in the Amazon system and make sure each customer order in the good condition with no issue then print the delivery label including all information and send the order to the delivery department.

- TLC Operator.
Asurion Warehouse - Nashville, Tennessee. USA

Fix the screen phones and make sure all the phones are working correctly then prepare the phones to shipment for our customers and make sure all customer information is correct in our system and in the label and send them a message about estimate delivery date.

- Lot Attendant.
Beaman Toyota - Nashville, Tennessee, USA

Check and turn on the new and used cars every day and make sure all cars in a great condition and there's no damages and make sure all cars are move at least one time a week and clean it and make a report each day about the cars status.

- **Skills**

- Microsoft Office
- Problem Solving
- Creative Thinking
- Team Work

- **Education**

- Bachelor of Economic and Finance - Tennessee State University
- Certificate of Academic Merit
- Certificate of Appreciation of Saudis in USA
- IELTS Certificate
- Attendance of English Language Institute

- **Languages**

- Arabic - Native Language
- English - As a second Language