

SAEED AHMED AL-GHAMDI

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OBJECTIVE

I aspire to work in an excellent work environment, applying my academic and practical skills for the benefit of the organization, while seeking to gain experience .that opens new horizons for growth and knowledge

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Jeddah



25/4/1999



EDUCATION

• Diploma

Supply Chain Management

07/11/2024

EXPERIENCE

• Worked in Supply Chain

Logistics Services

LANGUAGES

- Arabic
- English

Skills

Administrative and Organizational Skills

- Time management and prioritization
- file and record organization
- preparing administrative reports
- coordinating between teams or departments
- following up on tasks and projects
- effective communication with clients
- problem-solving including handling complaints.

Skills

Technical Skills

- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Data analysis using Excel and Power BI
- Fast typing in Arabic and English
- Professional email management (Outlook, Gmail),
- Creating professional presentations.