

SAUD AL SAUD

alsaudsauda@gmail.com | <https://www.linkedin.com/in/saud-alsaud-6890b598> | Tel : + 966 544 110 064

Business Administrator

Seeking a challenging job to explore new horizons of finance department where I can grow & achieve my professional goals.

SUMMARY

- Excellent interpersonal skills to handle sensitive and confidential situations
- Exceptional level of attention to detail.
- On site experience working at Mohammad Al Mojil Group
- Demonstrates flexibility and the willingness to accommodate special requests.

SKILLS

- Leadership skills
- Decision making
- Business administration
- Teamwork
- Accounting
- Problem solving
- Microsoft Excel, Microsoft Word, PowerPoint.
- Finance
- Business Acumen.

LANGUAGE

- English : Professional level
- Arabic: Native speaker

EDUCATION

Bachelor of Business Administration of Finance and Accountant (Double Major) University of Incarnate Word , Texas, United States	Sept 2017 – May 2021
Diploma in Information Technology Al Khalij Training, Dammam, Saudi Arabia	Sept 2008 – May 2010

PROFESSIONAL EXPERIENCE

Jal International , Jubail, Saudi Arabia <i>Warehouse Supervisor</i>	Jan 2022 – Present
▪ Prepared goods receiving and issuance notes in SAP ERP. ▪ Coordinated material inspection with QA and QC ▪ Received all of warehouse components from various vendors. ▪ Managed stock material and placed order of goods accordingly. ▪ Prepared daily material receiving reports.	

TRAINING AND CERTIFICATES

- Microsoft Excel Training Certificate from Saginaw Valley State University, United States, April 2017
- OSHA 30 Hour General industry Training , April 2017.

REFERENCE

Reference will be provided on Request.