

HAMZA ABU SHEIKHA

PERSONAL INFORMATIONS

- Nationality: Jordanian
- Gender: Male
- Date Of Birth: April 4th, 1986
- Marital Status: Single
- Phone +966 533139256
- Hamza4486@hotmail.com

PROFESSIONAL EXPERIENCE

- Account Manager
 - Nov 2024 -Bazy trading and contracting co. ltd.
 - Identifying potential stc customer accounts
 - Managing short sales cycles,
 - Providing continuous support to stc customers.
 - Develop and implement effective sales strategies to meet and exceed sales targets. Identify and
 - Provides the necessary support in developing and managing relationships with accounts across sectors.
 - Continuously update product knowledge and stay informed about industry developments to
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- MTE for communication &IT Apr.2024.

- FIELD SOLUTIONS Trading & Contracting-ALKOBAR, Saudi Arabia. Oct-2023.
- Manage sales accounts for the STC business sector, driving revenue growth and maintaining strong customer relationships.
- Develop and implement effective sales strategies to meet and exceed sales targets. Identify and pursue new business opportunities within the STC sector, expanding the customer base and market presence.
- Collaborate with cross-functional teams to ensure seamless delivery of products and services to customers.
- Provide exceptional customer service and support, addressing inquiries and resolving issues in a timely manner.
 - Prepare and present sales reports and forecasts to management, providing insights and recommendations for business growth.
 - Continuously update product knowledge and stay informed about industry developments to
- Mar 2022 – Till date Gulf River construction company – Khobar, KSA
- Jul 2015 – Aug 2020 - Jordan (Agility logistics) Positions: -
 - Team Leader QA/QC**
 - Monitor warehouse activities, implementing quality improvement strategies and projects and providing written reports as required.
 - Identifies the improvement need area in maintenance and escalate to the concerned and implement the same upon approval.
 - Coordinate with operations and transportation departments to ensure the requirements are met on time met.
 - To notify team leaders in the event of any damage or any misconduct.
 - Coordinate with the warehouse team leaders to conducts inventory cycle counts and report and issues related to location or stock accuracy.

- Inspects inbound/outbound containers/Shipments as per the inspection criteria and coordinate with other team members for the picking, replenishment operations. ○ Ensure that all documents related to warehouse procedures and customers are kept and well maintained. ○ Ensures that all the safety precautions are followed by the technician to avoid mishaps at the site.
- Responds to emergencies as requested, coordinate activities with other responders, directs the work of staff and utilization of resources to effective repair and ensure the safety of the facility.
- Ensures all equipment and plant on site are monitored and regularly inspected to meet the accepted statutory and safety standards requirement and maintained in good condition.
- Make weekly cycle counts and CBM check.

- 2 Jan 2012 – Jun 2014 Jordanian Saudi Company for Electronics Trading (Smart Buy) Amman Jordan

Receiving Officer

- Responsible for receiving all Suppliers consignment. ○ Prepare GRN and deliver it to Accounts department. ○ Manage Oracle 10g System, Handling Linux ERP Inventory System. ○ Responsible for handling all returns items to the Suppliers.
- Prepare all kinds of internal Goods transfer & dispatches to other Company Warehouses.
- Issue reports for warehouses Daily and monthly transactions. ○ Monitor Product releases to the Showroom. ○ Follow with the Suppliers maintenance claims and progress. ○ Responsible to Implement Quarterly Stock take.

- Follow up with the delivery department, with collecting the delivery documents having the required signatures.
- Mar 2010 – Jan 2012 Premium Brands Distribution Co. Zarka Jordan

Accountant

- Cashier and controlling petty cash expenses. ○ Follow up receivables and Payable accounts.
- Follow up the Customers accounts (Reconciliation's, Aging, Reports and Contracts). ○ Prepare all Journal entry and Receipts.
- Make Banks Reconciliation's. ○ Prepare Salaries Statements. ○ Follow up Local Suppliers accounts.
- Preparing Fixed Assets Sheet and Depreciation.
- Daily, Monthly and yearly follow up with Banks, Sales Tax and Social Security Departments.

EDUCATION

- 2007 – 2010 Al Khwarizmi College Amman-Jordan Diploma in Accounting

SKILLS

- Experience and knowledge in MS-Office applications.
- Attends to details and quality.
- Line 500 – Sage Systems. 3
- Self-Motivated, and Reliable.
- Teamwork, integrity and excellent communication skills.

- Microsoft Office Applications and Internet Software's.
- Ability to work under pressure with minimum supervision.

LANGUAGES

- Arabic: Mother Tongue
- English: Good

CERTIFICATIONS AND COURSES

- Occupational Health & Safety Supervisor • Theoretical Course of Safety in Oil & Gas Fields
- First AID.
- Investigation In Accident. OTHERS
- License to practice a profession(Supervisor of safety and occupational health)