

Nasser Alabdulkarim

Riyadh, Saudi Arabia

+966548693822 alabdulkarimnasser@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and organized Receiving Controller with over 8 years of experience in inventory management, logistics, and quality control. Proven track record of efficiently coordinating the receipt, inspection, and documentation of incoming goods to ensure accuracy and compliance with company standards. Skilled in utilizing inventory management systems and implementing best practices to optimize warehouse operations. Strong communicator with a commitment to fostering collaborative relationships with suppliers and internal teams. Adept at problem-solving and maintaining meticulous records to support effective inventory tracking and reporting.

SKILLS

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|-----------------------|-----------------------------|-------------------|
| • Team collaboration | • Self motivation | • Professionalism |
| • Negotiation | • Time management abilities | • Team building |
| • Attention to detail | • Written communication | • Problem-solving |

EXPERIENCE

APRIL 2016-CURRENT

Receiving Controller II

King Saud Bin Abdulaziz University For Health Sciences | Riyadh, Saudi Arabia

- Specialized in managing the receipt of goods and materials for direct consumer distribution.
- Coordinating with suppliers, end users, & technical departments to have a smooth delivery
- Ensuring quality control and compliance with standards, facilitating effective communication and collaboration across teams.
- Organizational skills and attention to detail contribute to enhancing service delivery and ensuring timely access to products for consumers.

MARCH 2015-MARCH 2016

Material Management Assistant

Alsalam Aircraft Company | Riyadh, Saudi Arabia

- Received and distributed bills, orders and payments for purchased items.
- Organized and balanced schedules with meetings, appointments, and outboard shipping.
- Coordinated daily schedules and appointments for management team.
- Coordinated aircrafts' main parts repairs beyond basic upkeep requirements.
- Identified organizational strengths and weaknesses from performance records and reports.

FEBRUARY 2015-MARCH 2015

Customer Service Agent

Call Centers Company

- Analyzed call volume and average call time to monitor performance and productivity.
- Negotiated with customers to find mutually beneficial solutions to their issues.
- Monitoring customers service agents' performance.
- Issuing statistical reports for customers service agents' performance.
- Reporting to the direct manger in case of malfunction to resolve the issues ASAP.

EDUCATION

Bachelor - English Language & Translation	August 2024
Saudi Electronic University	
Materials Management Diploma	January 2015
IPA	

PERSONAL INFORMATION

- ID Number: 1074647924
- Date of Birth: 11/03/1991
- Nationality: Saudi
- Marital Status: Single

TRAINING

- Teams Building, 11/27/19, 11/28/19
- Delegation, 10/30/18, 11/01/18
- Administrative Coordination, 11/07/18, 11/11/18
- Six Sigma, 10/22/17, 10/26/17
- Certified International Supply Chain Professional (CISCP), 09/06/24
- Certified International Supply Chain Manager (CISCM), 09/06/24

LANGUAGE

Arabic	English
Proficient (C2)	Advanced (C1)