

Reda Abdulqader

Personal Information

- Address:
Eastern Province-KSA.
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Academic Degree

- B.S. Degree of Business
Administration from King Faisal
University Alahssa KSA-(Aug.
2017)
GPA: 3.93 out of 5

Technical and Vocational
Training Corporation
Photographer GPA 3.42 out of 5
2007-2008

Language

- Arabic/English

Hobbies

- Reading, Travel & playing
football

Objective

I'm highly motivated, productive and team player with strong communication and problem-solving skills. I'm reliable with ability to prioritize tasks to meet deadlines and adapt readily to new challenges. In addition, I'm seeking an opportunity with a company that will allow me to utilize my educational background & fully utilize my communication & problem-solving skills to grow and to add value to the company.

Work Experience

Saeed Ahmed Almahroos and sons Company Saudi Arabia

Assistant Warehouse Manager

2019- Present

- Coordinating, monitoring and reporting on daily operations
- Monitoring and maintaining suitable store inventory levels.
- Monitoring supplier performance and resolving issues and concerns.
- Resolving customer complaints and concerns in a timely manner.
- Ensuring that store policies and procedures are followed.
- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Track the progress of weekly, monthly, quarterly and annual objectives
- Monitor and maintain store inventory
- Solved problems related to supply line issues to assisting the company in terms of customer service.
- Built relationship with customers through answering their questions and providing special offers.

MJE Fitness Saudi Arabia Fitness coach

2017 - 2021

- Demonstrate the correct way to use exercise equipment.
- Monitor the misuse of equipment.
- Ensure the gym is clean and free of health and safety hazards.
- Deliver exercise classes and workshops.

General Directorate of Water Saudi Arabia Dammam Technical analyst as sup-contract

2009 - 2019

- Maintain and isolate the tenders and funds and announce the winner of the Tendering.
- Prepare clear and accurate user guides and specification of the documents.
- Directly responsible for managing the tenders of the competitors.

Al Awamia Charity Organization Saudi Arabia Qatif (Part time)

2017 - 2020

- Preparing a report of the poor families.
- Maintaining the assistance of the poor families.

Highlighted courses

Trainer, Accounts, Photographer, Fundamentals of Management, Conversational Skills for Beginner, Problems Solving and Decisions Making, Human Resource Planning, and Principles of Financial Accounting

Personal Skills

- Self-starter and fast learner.
- Excellent Communication skills at multiple levels.
- Multi-Taskin, and Able to work independently or as a part of team.
- Excellent computer skills in Microsoft Office
- Active questioning & listening skill
- Ability to work under stress and Open to different ideas, working practices and cultures.