

ALI ALMAHDOUD

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With 8 years of experience in coordination and supervision, I am desirous of utilizing my best coordination practices for your company with a supervisory role. Proven customer service and communication skills to effectively fill the position you are offering.

EDUCATION

AUG-2012 – DEC-2014

ASSOCIATE DEGREE IN MECHANICAL PRODUCTION, DAMMAM COLLEGE OF TECHNOLOGY

- The degree objectives included the following learning modules:
 - Elements of mathematics
 - Mechanical design and computer graphics
 - Computer-aided drawing
 - Material technology and design principles
 - Manufacturing and materials processing
 - Measurement and control

EXPERIENCE

JUN 2023 – PRESENT

MATERIAL SUPPLY DEPARTMENT, SAUDI FAL.

- Manage logistics & transportation operations.
- Coordinate the booking & schedule deliveries.
- Coordinate between accounting & clients.
- Receive materials, arrangement & storage.
- Prepare orders & make shipments ready.
- Communicate with driver's customers & other stakeholders.
- Track & monitor shipments in real-time.
- Save files & documents.
- Send reports to the direct manager.

OCT 2018 – APR 2023

STOREKEEPER, MOHAMMED KHALIFA AL JAIDAN FOUNDATION.

- Supervising the warehouse.
- Receiving materials from suppliers and making sure of their specifications.
- Send and delivery materials to branches
- Send and receive reports.
- Inventory analysis.
- Follow up branches requests.

DEC 2016 – SEP 2018

STORE SUPERVISOR, VIRGIN MEGASTORE

- Manage retail staff, including cashiers and people working on the floor.
- Meet financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; ensure pricing is correct.
- Coach, counsel, recruit, train, and discipline employees.
- Maintain inventory and ensure items are in stock.
- Ensure merchandise is clean and ready to be displayed.
- Keep up with fluctuating supply and demand.
- Analyze operating and financial statements for profitability ratios.
- Ensure promotions are accurate and merchandised to the company's standards.
- Maintain store's cleanliness and health and safety measures.
- Handle customer questions, complaints, and issues.

OCT 2015 – MAY 2016

SALES CONSULTANT, ALLIANZ SAUDI FRANSI

- Endeavors to achieve sales targets and key performance indicators (KPI) as discussed and agreed with the Line Manager.
- Interacts effectively with other sales groups (internal and external) to exchange information on potential clients to leveraging sales opportunities.
- Follows up existing clients to ensure policies renewal orders are placed regularly.
- Maintains accurate records of all client contacts, opportunities won and lost (and reasons for loss) and analyzes the same frequently to understand the market and plan business development strategies / tactics.
- Provides the Line Manager with accurate sales and productivity reports as requested.
- Issue quotation / policy statements as agreed with the client

SKILLS

TECHNOLOGIES

- SAP
- Elvis
- IFS
- Odoo
- Microsoft Office Applications

PERSONAL ATTAINED SKILLS

- Customer Service Orientation
- Communication Skills
- Persuasive skills
- Planning & Organizing skills

PROFESSIONAL CERTIFICATIONS

- **RETAIL SELLING SKILLS** by Virgin Megastore Co. obtained in February 2017

LANGUAGES

- English/Arabic (Native)