

Abdulaziz Alsaleh

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Professional Summary

Supply chain and operations management specialist with diverse experience in sales, accounting, and customer service. Possesses a solid understanding of operational planning fundamentals and efficient resource management to achieve organizational goals. Skilled in enhancing customer experience and supporting operational performance through accurate tracking of inputs and outputs and data analysis. Strong background in using digital tools to monitor performance and streamline daily operations. Committed to delivering operational quality based on best practices in dynamic work environments.

Education

Diploma in Logistics and Supply Chain Management | Majmaah University | Rumah | Graduation year: 2025
GPA: 4.28 / 5

Work Experience

trainee - SAL SAUDI LOGISTICS SERVICES | Riyadh | jun2025 - July 2025

- Processed payment notifications for delivery at the service counter with direct interaction with customs brokers.
- Prepared delivery authorizations in accordance with operational requirements.
- Utilized the FASAH platform to translate and manage Bills of Lading (B/L).
- Learned how to calculate and record demurrage charges (late fees).
- Gained hands-on experience with logistics platforms such as FASAH.
- Acquired foundational knowledge of delivery and customs clearance procedures.
- Understood proper handling, storage, and transportation procedures for hazardous materials, in compliance with safety regulations.
- Developed effective communication skills through direct engagement with clients and customs clearance agents.
- Gained knowledge in managing perishable goods, including appropriate storage and transport methods.
- Familiarized with key logistics terms and concepts, including how to manage late fees as part of daily operations.

Sales Representative – Malak Saleh AlSaleh Flowers Establishment | Riyadh | February 2024 – Present

- Managed and organized daily sales operations to meet sales targets.
- Followed up on product supply and ensured timely availability of essential materials.
- Prepared monthly reports and analyzed input/output to control costs.
- Improved customer experience through professional service to enhance satisfaction and loyalty.
- Monitored inventory and organized reordering processes to maintain operational continuity.

Sales Accountant – Mohsen Sayer AlEnazi Establishment | Riyadh | December 2022 – October 2023

- Accurately recorded daily sales operations in the accounting system.
- Issued invoices and followed up on payments in coordination with the finance department.
- Prepared monthly revenue reports and analyzed sales performance to support decision-making.
- Conducted periodic inventory audits and ensured alignment with financial records.
- Coordinated with the sales department to ensure accurate invoicing and collection processes.

Customer Service Representative – Carrefour | Riyadh | September 2022 – December 2022

- Welcomed customers and responded to inquiries effectively to ensure a satisfying shopping experience.
- Handled complaints and provided quick solutions according to quality standards.
- Guided customers within the store and provided accurate information about products and services.
- Recorded customer feedback and suggested improvements to service operations.
- Supported the sales team in promotional campaigns and in-store event organization.

Training Courses

- Essentials of Management and Strategic Planning – Coursera | Remote | February 2025
- Microsoft Excel – Doroob | Remote | August 2024
- Business Digitization – Edraak | Remote | December 2023

Projects

- Planning and Execution for Operational Efficiency and Excellence | February 2025

- Applied project discussing effective planning strategies and operational execution using modern technologies, with analysis of successful case studies from local and global companies, aimed at enhancing operational efficiency and reducing waste.
- Role: Project preparation, presentation delivery, and responding to committee inquiries.

Achievements

- Attended the Supply Chain Conference for two consecutive years to enhance professional knowledge and follow the latest trends in the logistics sector.

Skills

Soft Skills:

- Effective Communication | Working Under Pressure | Analytical Thinking | Time Management | Teamwork | Punctuality | Quick Learner | Attention to Detail | Leadership Skills | Flexibility in Work Environment | Accepting Constructive Criticism | Problem Solving

Professional Skills:

- Supply Chain Management | Inventory Monitoring | Report Preparation | Customer Service | Resource Planning | Process Analysis | Sales Support | Billing and Accounting | Supplier Management | Daily Operations Organization | Operational Performance Monitoring | Inventory Organization

Technical Skills:

- Microsoft Excel | Microsoft Word | Point of Sale (POS) Systems | Google Workspace | Reporting Tools | SAP Fundamentals | Email Management | Spreadsheet Software | Remote Work Tools | Training Platform Management | Inventory Management Systems | Accurate Data Entry

Languages

Arabic : Native | **English** : Intermediate