



ALI MOHAMMED ALHAIDER

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EXPERIENCE

SALES ADMINISTRATOR, 08/2014 - Current

At National Metal Manufacturing & casting company , Jubail Industrial City, Saudi Arabia

* Closely communicated with shipping and logistic departments to ensure timely and accurate deliveries.

- Coordinate with transportation company to dispatch the materials.
- Prepare Commercial invoice in English and Arabic for export and local.
- Thoroughly checked order to ensure accuracy before sending to warehouses for dispatch.
- Kept up-to-date product knowledge such as availability, price and specifications.
- Ensured customer wait times and deliveries stayed on target by analysing customer reviews.
- Addressed and solved customer complaints such as missing deliveries and inaccurate orders in a timely and efficient fashion.

CORE QUALIFICATIONS

- Sales reporting
- Customer service
- Quotations
- Product and service sales
- Customer relations

EDUCATION

National Inspection & Technical Testing Co. Ltd, Dammam , 2023

ISO 9001:2015 - Certificate.: Training

Jubail Industrial College, Jubail Industrial City, 2014

Diploma of Higher Education: Office Management

LANGUAGES

Ability to speak and write in English

LANGUAGES

Arabic: First Language

English: C1

Advanced