

MOHAMMED ALRIBH

OBJECTIVE To find a challenge position where I am aiming to utilize my knowledge and experience in contributing to the organizations' mission.

WORK HISTORY **GANDOUR – SALES COORDINATOR**

From Aug 2022 to Present

- Create and maintain accurate spreadsheets to track inventory levels and shipment details.
- Utilize Oracle JD Edwards (JDE) ERP system for data entry, order tracking, and generating performance reports.
- Generate detailed performance reports on a daily, weekly, and monthly basis.
- Coordinate effectively between Sales and Logistics departments to ensure smooth order flow.
- Follow up with drivers to confirm deliveries and quickly resolve any delivery issues.
- Update delivery schedules regularly to support timely and efficient shipments.
- Monitor stock levels at the main warehouse and coordinate the supply of inventory to the Dammam warehouse based on availability and target levels.
- Handling employee leave follow-ups for the Eastern Province team.

MADAR BUILDING MATERIALS – CO-OP TRAINING

From Sep 2021 to Des 2021

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- SKILLS**
- Proficient in data entry and performance reporting using Excel and Oracle JD Edwards (JDE).
 - Skilled in shipment tracking and coordinating on-time deliveries.
 - Effective cross-functional communication with Sales, Logistics, and Drivers teams.
 - Strong time management and problem-solving abilities.

EDUCATION **TECHNOICAL AND VOCATIONAL TRAINING CORPRATION**

The Associate Degree of Technology from the department of Management Technology in the field of Accounting 2021 to 2022.
