

ABDULLAH ALAMER

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SUMMARY

I graduated with a Bachelor's degree of Accounting from a Technical College in Dammam my GPA is 4.38 out of 5. I have experience in stock controller at Alrugaib company for 2 and half years . Also I current work as fleet and housing officer at FMCO company.

I have a great passion for learning and working in the field of supply chains.

EXPERIENCE

FLEET AND HOUSING OFFICER

FMCO | DAMMAM, EASTREN | June 2024 - Current

- Management of government programs such as TMM, Logisti, Bayan, NWC.
- Management of the transfer and tracking process of employees' arrival from the airport to the projects (receiving them, conducting medical examinations, and sending them to the project).
- Receiving the new vehicles and creating a GRN after ensuring the installation of the tracking device and the fuel chip.
- Solving the company's housing issues, including employee problems and building maintenance.
- Conduct periodic safety training sessions for new employees.
- Searching for rental accommodation for new projects in the company, communicating with real estate offices, and bringing price offers.
- Daily follow-up on camp supervisor reports and weekly and monthly visits to the camps.

Stock Controller

Hamad M. Al Rugaib & Sons Trading Co | AL KHOBAR, EASTREN |
November 2021 - June 2024

SKILLS

- Decision-Making authority
- Strong initiative
- Shipment planning
- Organisational awareness
- Supplier relationship management
- Road traffic laws
- Excel proficiency
- Transport regulations compliance
- Team Leadership
- Warehouse management
- Microsoft Office proficiency
- Vehicle inspection protocols
- Logistical understanding
- Inventory control procedures
- Vehicle maintenance knowledge
- Inventory control systems
- GPS Navigation

- Recording the incoming shipments from the warehouses in the company's system.
- Weekly and monthly inventory of products available in the showroom
- Closing the invoices on the company's system
- Printing product stickers and barcodes to facilitate tracking and inventory management
- Assistance and support for the subsidiary company's projects with inventory and invoice closure
- Pricing new products entering the warehouse

LANGUAGES

English:

B1

Arabic:

C2



Intermediate



Proficient

- Fleet management systems
- Housing legislation knowledge
- Maintenance contractor coordinating

EDUCATION

TVTC

Dammam, 04

Bachelor of Business

Administration:

ACCOUNTING

2021

- [\[Degree\]](#) Graduate
4.38/5.0