

Fathi Mohammed Aldubaisi

Qatif City, Eastern Province, Saudi Arabia

Mobile: +966 56 359 3977 | Email: fathi2030fathi@hotmail.com

Nationality: Saudi | Marital Status: Married | Date of Birth: 20/01/1401 AH

Objective

To be a productive individual in society and contribute positively by offering beneficial services to people.

Professional Experience

- **Logistics Officer**
Egis Company – [Year Started] – Present
 - Over 4 years of experience managing logistics operations.
 - Responsible for coordinating deliveries, supplies, and supporting project teams.
- **HR Coordinator**
Projacs Company – 7 years
 - Managed human resources functions, employee records, and administrative processes.
 - Supported recruitment and onboarding operations.
- **Stocker**
Panda Market – 5 years
 - Handled inventory organization and product stocking.
 - Maintained merchandise availability and presentation.

Education & Training

- **Reception Program Graduate**
Prince Mohammed bin Fahd bin Abdulaziz Program for Saudi Employment Preparation
 - Training Courses: English Language Course, Computer Skills Course, Reception & Customer Service Skills
 - Duration: 3 months
- **High School Diploma**
Qebaa High School – Graduated: 1422 AH
 - Grade: Good | Score: 71.09%

Skills

- **Logistics Coordination**
- **Human Resources Support**
- **Microsoft Office & Computer Proficiency**
- **Communication & Interpersonal Skills**
- **Time Management & Organizational Skills**

Languages

- **Arabic: Native**
- **English: Intermediate**