

Basem Ali Alharbi

0544616947 | Basem2411415@gmail.com | Yanbu, Saudi Arabia

Professional Summary

Materials Management and Administrative Support Specialist with over 1 year of combined experience in warehouse operations and administrative coordination. Involved in inventory tracking, documentation, procurement basics, and warehouse systems. Known for maintaining organized records, supporting team efficiency, and managing resources effectively across operational and office settings. Capable of handling both physical stock management and digital administrative workflows with accuracy and attention to detail.

Experience

Al Zamil Company | Storekeeper | March 2024 – Present

- Managed daily receiving and issuing of materials.
- Entered inventory transactions into warehouse management systems.
- Verified order quantities and matched them with invoices and purchase orders.
- Maintained stock in a secure and organized manner.
- Coordinated with internal departments to ensure material availability.

Cooperative Training | Administrative Assistant | Duration: 6 months

- Handled correspondence and organized physical and digital files.
- Prepared regular and statistical reports for management.
- Assisted team with meeting coordination and calendar scheduling.
- Provided daily support to the administration team and ensured workflow efficiency.

Education

Diploma in Materials Management | Academy of Energy and Water | 2024

Diploma in Administrative Assistance | Yanbu Technical Institute | 2022

Certifications and Training Courses

- IELTS Certificate | Band Score: 4
- Computer Skills Course
- Work Pressure and Communication Skills Course

Hard & Technical Skills

- Inventory Control and Stock Management
- Warehouse Management Systems (WMS)
- Procurement and Supply Basics
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Documentation and Record Keeping
- Data Entry and Filing
- Office Equipment Handling
- Meeting Scheduling and Coordination
- Email and Calendar Management
- Report Writing | Monitoring
- Resource Management

Soft Skills

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|------------------------------------|--------------------------|
| • Verbal and Written Communication | • Work Under Pressure |
| • Organizational Skills | • Task Follow-up |
| • Administrative Support | • Social Media Awareness |

Languages

- Arabic: Native
- English: Excellent