

Mohammed Saleh Nasser

Mobile: 050 9616 132

E-mail: Malawlaki4@gmail.com

Nationality: Yemen



CAREER OBJECTIVES

Seeking a position where I can develop my skills further and gain practical experience. Welling to add value to the by incorporating prior knowledge learned through my educational journey and experience.



EDUCATION

- ◆ Community College, Engineering Diploma | 2014
- ◆ Saad bin Obadah School, Al Madinah | 2011



EXPERIENCE

- ◆ **Branch Manager (Madinah El Munawara), Al Musbahy Trading Establishment | KSA | Jan 2019- Jun 2020**
 - ✓ Managing all administration tasks in the branch.
 - ✓ Financial and accounts monitoring.
 - ✓ Monitoring the buying/selling process as well as the movement of the goods in the storehouse.
- ◆ **Storekeeper, Yanaby Alrayan Company| KSA | 2019**
 - ✓ Staff management.
 - ✓ Sales and customer service management.
 - ✓ Sales and warehouse management.
 - ✓ Maintenance and automotive management.
- ◆ **Accountant for Internal and external Pharmacies, Al Rahba Hospital | KSA| 2013-2018**
 - ✓ Follow up the process of receiving medicines from companies and register them on the system.
 - ✓ Follow-up transfers between the main warehouse and distribution centres.
 - ✓ Recording drug dispensing operations for clients.
 - ✓ Follow up on the expiry date of medicines on the system and return them to suppliers.

- ✓ Carrying the costs of the outgoing materials to the cost centres
- ✓ Carry out periodic inventories.

◆ **Archive Supervisor, Safa Construction Company |KSA | Sep 2011-Nov 2013**

- ✓ Department Supervisor: manual archive.
- ✓ Department Supervisor: electronic archive.
- ✓ Following up on the company's tasks for governmental services.

◆ **The president of student council in my school |KSA | 2009-2010**

- ✓ Coordination with the committees to develop a work plan for the council committees.
- ✓ Examine the proposals or projects submitted by the members, and work on implementing the appropriate ones.
- ✓ Expressing students' opinions and working on discussing them with the school administration.
- ✓ Coordination of student school activities in the school through its various committees.
- ✓ Contribute to the development of the school's student activities budget project.



SKILLS

- ◆ Computer skills:
 - Microsoft office programmes
 - Fast typing (Arabic/English)
- ◆ Language
 - Bilingual – Arabic & English
- ◆ Interpersonal skills
 - Listening and communication skills
 - Problem solving
 - Adaptable and flexible
 - Responsible and committed



REFERENCES

- ◆ Mohammed Ba Rasheed, Personnel Manager
Contact Number : 055 7741 499
- ◆ Faraj Al Bayomi, Manager of Al Rahba Hospital Pharmacy
Contact Number : 050 8334 335