

CURRICULUM VITAE

PERSONAL DETAILS - Nassimah Alsayegh

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Date of Birth: 13-May-1987
Nationality: Saudi

CAREER OBJECTIVE

To expand skills and experience within the marketing or HR department of Banksor International companies. Looking for new challenges.
To make a sound position in corporate and work enthusiastically in a team to achieve the goals of the organization with devotion and hard work.

EDUCATION HISTORY

□ **University of Ain Shams**, Cairo Egypt.
Bachelor and Master in Business administration
Graduation: May 2015

□
Graduate specialization Business Administration

□ **Microsoft ICDL**
Microsoft Office, Word ,Excel .

OTHER SKILLS AND CERTIFICATES

Computer Skills:

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced

Language Skills:

- Arabic - Native Tongue)
- English - Basic (reading and writing skills)

WORK EXPERIENCE**Warehouse assistant manager, PepsiCo international company**

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.
- Planning, managing and adjusting staffing levels to meet daily operational
- Communicating and coordinating with other departments and customers.
- Planning, managing and adjusting staffing levels to meet daily operational requirements within the warehouse
- Supervise the warehouse team and manage day to day warehouse operations
- Provide a safe working environment, adhering to Health, Safety and Environmental procedures and ensuring they are understood and practiced by the team at all times
- Plan, co-ordinate and monitor the receipt, storage and dispatch of goods
- Ensure orders are processed efficiently and that the delivery of materials meets customers timescales/requirements
- Supervise and control order picking, goods in, goods out operations to ensure accuracy with minimum handling and stock damage
- Organize, facilitate and manage stock takes at regular intervals
- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements
- Working on the SAP system and giving the necessary approvals. Attending work meetings. Giving instructions to other departments as needed by the work .
- Obtaining approvals from senior management and working on projects to develop the warehouse and provide the largest storage space
- Dealing with suppliers to bring the necessary resources according to the needs of other departments, such as production and packaging resources, security and safety, libraries, and all the necessary tools to operate our factory and warehouses as necessary.
- Solve and follow up on customer problems and verify documents for exported shipments and export operations according to the quality and safety standards of the company and the Kingdom

February 2022 – Key Accounts Executive, PepsiCo international Company

Current Position Responsibilities and achievements:

- Improve collection
- Improve stock availability

- Improve delivery productivity
- YTD OP channel target
- Track top 5 accounts performance which contribute more than 85% from the business
- Open new accounts
- Increase monthly active accounts
completing 90% of training fulfillment rate
- Focus And Get Things Done Fast: Identify Barriers and Process where work can be simplified, and develop Action Plan, by YE

September 2017 – **Multi store Manager, al AL alshaya international group**
 October 2021 Responsibilities and achievements:

- Responsibility about All The Stores
- all team following the policy and sop for company ,
- achieved the business plane and doing all reports , KPI
- for my 7 stores all attendees or absanss for all my team
(137 employees)
- all received stock , contacting with all management team
also with brand team
 - check Verifying the performance and work of exhibition managers and evaluating them every half year
working for the stores Managers
- I doing the investigation if they need doing the hearing
meet and get the action
- also the save is my responsibility I collected the money
from another brand on alshaya and the bank recieved from
my stores
- Work of special reports to come and leave and vacations and coordinate the
work of Accountancy dates
- solving problems for the customers and the employee as a work need
- meet the needs of the department and branch sales are closed As area
Manager

**I am multi store Manager as active area Manager Responsibility
 about 7 store same brand but different**

places same responsibilities for my stores

April 2015 – **Treasury is responsible, Abdullah Al Othaim Markets Co**
August 2017 Responsibilities and achievements:

- Delivery and receipt of the treasury department of accounting and supply Women's Treasury official • Work of special reports to come and leave and
- vacations and coordinate the work of Accountancy dates
- Working as an accountant and the opening of a selling point and solving problems section and meet the needs

Jan 2010 – Dec 2012

of the department and branch sales are closed and supervise the women's section and regulate the conduct of the customer for all POS

MARKETING Manager, Prince Meteb ben AbdelAziz Center

Responsibilities and achievements:

- Developed marketing and promotional material for events
- Manage Marketing Team and setting the objectives and strategies

Jun 2008 – Sep 2010

MARKETING Officer, Afkar Elmamlaka Magazine

Responsibilities and achievements:

- Assisted in the preparation of copywriting including press releases, advertisements
- Conducted market research into client demographics
- Coordinated in-house internal marketing promotions such as 'Employee of the Month' selection
- Assisted Marketing Manager with general sales and marketing administration tasks

Jun 2007 – Dec 2008

Sales reps, Bin Taleb Commercial Corporation

Responsibilities and achievements:

- Customer contact and display the company's products and make an appointment with them to visit the branch and experience the products for themselves or to make an appointment to visit the worker and the work of a free session to experience our products

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines
 - Excellent oral and written correspondence with an exceptional attention to detail
 - Highly organised with a creative flair for project work
 - Enthusiastic self-starter who contributes well to the team
 - Work under pressure and know the types of customers and how to deal with them and work to motivate the team and lift the morale of the team and therefore the ambition to achieve higher sales ratio for the company
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