

## CONTACT

-  Khobar Street - Al-Nahda, Riyadh, Riyadh
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## SKILLS

- Warehouse Management System (WMS) proficiency
- The ability to withstand the pressure of work
- Work on all Microsoft Office software
- Development capability

# SHADI SOBH

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## PROFESSIONAL SUMMARY

I'm trying to work in a prestigious job . with 5 years of experience.

## WORK HISTORY

**warehouse secretary** 01/2022 - Current  
**Al-Taknia Company for Communications and Information Technology** - Saudi Arabia , Riyadh

- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Displayed energy and enthusiasm in fast-paced environment.
- Replenished stock and processed deliveries to maximise product availability.
- Received and processed stock using inventory management system.
- Stayed current on processes and procedures to offer relevant assistance.

**Coordinator and Control** 01/2020 - 01/2022  
**Al-Taknia Company for Communications and Information Technology** - Saudi Arabia , Riyadh

- Demonstrated proficiency in Microsoft Office , PowerPoint and Excel .
- Supporting the team on the field
- Full knowledge of all stc systems

**Supervisor** 01/2019 - 12/2019  
**Technical Company for Communications and Information Technology** - Saudi Arabia , Riyadh

- Built customer retention and satisfaction by delivering top-quality service.
- Dealt with customer complaints and rectified product and service issues.
- Offered instruction, coaching and motivation for enhanced team morale.
- Increased team productivity through effective staff planning, coordination and task delegation.
- Performed thorough quality and safety checks, ensuring all specifications were strictly adhered to.
- Successfully led high-volume teams to achieve KPI targets and other department metrics.

**Communications Technician** 03/2017 - 01/2019  
**Premier company** - Riyadh, Riyadh

- Internal network technician Installation and maintenance FTTH + Copper
- supervisor responsible for 10-15 teams
- Coordinator and support for field operations

## EDUCATION

**High school**, 06/2016  
**Prince Nasser Bin Abdul aziz High School** - Al , Kharj City, Riyadh