

Contact

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Top Skills

CIPD LEVEL5

Hr manager

Leadership

Languages

Arabic (Native or Bilingual)

English (Full Professional)

Mohammed Aljuraid

HR Manager at Alrazi Pharmaceutical Industries
Dammam, Eastern, Saudi Arabia

Experience

AlRazi Pharmaceutical Company

9 years

Human Resources Manager
August 2022 - Present (2 years 10 months)

السعودية

Human Resources Supervisor

June 2021 - Present (4 years)

Dammam 2nd Industrial City, Eastern, Saudi Arabia

Logistics Supervisor

June 2016 - August 2022 (6 years 3 months)

Dammam Second Industrial City, Eastern, Saudi Arabia

- Responsible for all custom exemption activities and documentations once required.
- Visit monthly basis to ministries to check and review our all pending issues for our Raw material and spare parts. (Which are not activate in custom system).
- Applying for Exemption follow with the ministries until get it and apply it in custom.
- Applying for Chemical Permit with follow with the ministries until get.
- Planning delivery timetables.
- Ensuring stores have enough stock.
- Making sure suppliers have enough stock to meet demand. • Monitoring stock levels. • Tracking products through depots to make sure they arrive at their destination. • Direct contact with supplier and follow with them about shipping documents. • Overseeing arrival of shipments. • Clear the shipments from the Saudi Custom. • Monitor and motivate staff. • Responsible for all

duty customs sales and tax functions, including certificate and verification, drawback, and compliance with governmental agencies. • Schedule Shipments and Deliveries

Bitumat Company Limited

Procurement Officer

January 2013 - June 2016 (3 years 6 months)

Dammam Second Industrial City, Eastern, Saudi Arabia

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Axiom Telecom

Customer Services

December 2010 - April 2012 (1 year 5 months)

Al Khobar, Eastern, Saudi Arabia

Maintaining a positive, empathetic and professional attitude toward customers at all times.

Responding promptly to customer inquiries.

Communicating with customers through various channels.

Acknowledging and resolving customer complaints.

Knowing our products inside and out so that you can answer questions.

Processing orders, forms, applications, and requests.

Keeping records of customer interactions, transactions, comments and complaints.

Communicating and coordinating with colleagues as necessary.

Providing feedback on the efficiency of the customer service process.

Managing a team of junior customer service representatives.

Ensure customer satisfaction and provide professional customer support.

Education

King Faisal University

Bachelor of Business Administration - BBA · (2016 - 2020)

Creative Language Centre CLC in Malaysia

Diploma, English Language · (2012 - 2013)