

Hassan Albarak

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WORK HISTORY

Al-Tamimi Group, Shaybah - Operation Supervisor

08/2023 - 07/2024

- Managed and directed employees, providing ongoing training to ensure smooth daily operations.
- Facilitated smooth running of shifts, verifying dining area was prepared, stocked and ready for service.
- Set dining tables to prepare for diverse types of events, following strict service standards.

Floward (seasonal job), Dammam - Logistic Officer

01/2023 - 03/2023

- Produced high-quality products using strong attention to detail.
- Adjusted pick-up and delivery schedules with changing consignment volumes.
- Updated inventories with accurate stock movement data for correct, current records.
- Maintained customer satisfaction by providing regular shipping updates and advising of possible delays.
- Coordinated logistics operations according to stakeholder, supplier and client needs.

Independent company, Sard KSA Pavilion - Dubai Exp - Operation Supervisor

11/2020 - 05/2022

- Supervised daily operations.
- Led and managed administrative staff to maintain smooth daily operations.
- Investigated issues, prepared reports and helped correct problems.
- Oversaw equipment availability and maintenance to guarantee optimal operations.
- Monitored health and safety measures.

Team Leader

- Attended weekly team leader meetings.
- Coached team members through new or difficult workflows.
- Supported team to overcome new challenges.
- Trained staff to resolve complaints appropriately to maintain customer satisfaction.
- Followed opening, closing and shift changeover procedures for seamless operations.

Alalam Al Sharq Recruitment, Qatif - Entrepreneur

12/2017 - 08/2020

- Promoted new and updated services to increase customer retention.
- Coached and mentored teams on best practices.
- Successfully delivered on tasks within tight deadlines.
- Coordinated instructor recruitment processes including sourcing, interviewing and communicating with embassies.
- Assisted consular teams in receiving and processing visa applications.

EDUCATION

2011 - 2017

Saginaw Valley State University

United States, Michigan

Bachelor of Business

Administration: Supply Chain Management

PROFESSIONAL SUMMARY

Administrative supervisor experienced in business operations and team oversight. Seeks opportunities to improve processes, procedures and practices. Excels with minimal supervision and decisively approaches problems. Ready to bring expertise and knowledge to take on new challenges and achieve business goals.

SKILLS

- SAP understanding
- Logistical support
- Proficient in Microsoft Office
- Leadership skills
- Troubleshooting and problem solving
- Customer communications and resolutions

COURSES AND CERTIFICATES

- SAP ERP Logistics Overview
- Mastering Supply Chain and Logistics Management
- Warehouse Management: Inventory, Stock and Supply Chains
- Supply Chain Management and Capacity Planning
- Supply Chain Ecosystems
- Introduction to Supply Chain Management
- OSHA Safety at Work
- Lean Six Sigma Black Belt
- First Aid CPR
- Lean Six Sigma Green Belt

LANGUAGES

Arabic (Native), English (Fluent)