

ZIYAD ALESSA

Al-shati, Dammam, Saudi Arabia

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Marital Status: Married

EDUCATION

TENNESSEE STATE UNIVERSITY (Nashville, TN) **2017**

Awarded Bachelor of Business Administration, Magna Cum Laude, of Business Information Systems and Supply Chain Management, Summer 2017.

- Earned Grade Point Average (GPA) of 3.57 out of 4.00. Awarded Dean's List (Multiple Years and Terms).
- Member of Saudi Students Club (Sport Affairs).

RELEVANT EXPERIENCE

JADDARAH WORKFOCE SERVICES

Adminstrative Assistant at Ibn Zahr – SABIC

Sep 2018 – Present

Product Handling Department (Logistics)

- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Maintain updated records of orders, suppliers and customers.
- Develop and update administrative systems to make them more efficient
- Preparing shipping documents (invoices, purchase orders and bills of lading)
- Oversee the levels of our warehouse stock and place orders as needed

ALMASHARIQ TRADING & CONTRACTING COMPANY

Feb 2018 – August 2018

Supply Chain Specialist

- Maintained customer accounts using Vendor Managed Inventory
- Analysis of requirements and synthesis of proposals for cost-saving and reduction strategies
- Assess and manage inventory levels to ensure continuity of supply
- Maintain and updates ERP and make sure accuracy level is optimum
- Ensure all material requisition orders, regular sales orders, and transfer warehouse orders are fulfilled on a regular basis.

PRESTIGE COMMERCE SOLUTIONS – (USA)

Aug 2017 – Nov 2017

Sales and Business Development Representative

THE ISLAMIC CENTER OF NASHVILLE – (USA)

Jan 2015 – Mar 2016

Administrative Coordinator

MEMBERSHIPS & VOLUNTEER WORK

- Member, Association of Information Technology Professional (2017).
- Volunteer, Us to United States (2014)

CERTIFICATES

- Awarded Certificate of Academic Merit from **Tennessee State University** **2017**