

CV

Name: Rashad Hussein Rashad Ali AL-Fadhli

Address: Yemen / Aden

Date birthday: 1993/5/17

Place of birth: Kingdom of Saudi Arabia/ jeeda

Social status: Single

E-mail: rashadhussienr@gmail.com

Phone number: 733962244 – 770272126.

Education:

-Bachelor in Computer Science Engineering – Faculty of engineering -University of Aden. 2013/Oct – 2018/Sep

- Certificate of completion of specialization ICDL from Hardfurd institute.

2021/April – 2021/May

- Organization Management Certificate.

2021/January – 2021/February

- Certificate in Yemen Soft Were.

2021/January – 2021/February

- Human Resources Management certificate from Success Educational & Training institute.

2021/January – 2021/February

- Certificate of completion in the E-Commerce Resource and Supply Chain course.

2020/September – 2021/February

- Microsoft Excel Certificate with a score 90%. 2020/September – 2020/November.

- Certificate of completion of specialization ICDL from Edrak educational platform.

2020/September – 2020/November

- Certificate of conversation skills in Language English for beginners from Edrak educational platform.

2020/September – 2020/November.

- Kobo toolbox Certificate from Expert center.

2022/May – 2022/May.

- **Operations management certificate from Edrak educational platform**
2024/Sept – 2024/Oct.
- **Electronic marketing certificate from Google platform** 2024/Oct – 2025/Jun.

Experience:

I worked as storekeeper in Hodeida/ Mokha 2019/December – 2020/ February

Tasks& Responsibilities:

- Receipt of the goods for the sent messages after reviewing them with the supply order in terms of quantities to the supply order for the warehouse accountant to be record on the accounts program.
- Keep a record of receipt and issue of goods.
- Designate storage areas for incoming and outgoing cargoes/materials.
- Ensure good storage conditions of all stock items in the store in accordance with high standards in order to ensure continuous availability.
- Rotate the store using FIFO (first in-first out) method of inventory management.
- Submit a report on stagnant products to the warehouse manager.
- Carrying out or participating in regular inventories.

I worked as a Field Data Collector Volunteer with Norwegian Refugee Council (NRC).

2021/January – 2021/February

Tasks & Responsibilities:

- Arranges and conducts field interviews as appropriate to the study, and records research data by specified protocol and procedures.
- Traveling to various sites within a specified geographical area, as appropriate to objectives of the study.
- Auditing data after input, validation, usability in cases, or topic included within the project's objectives.
- Store data, save it from being lost in order to retrieve it when you need to use it, or to get information from.
- Organize files and documents for easy categorizing, and classify them in their respective sections.
- Analyzing, organizing, and modify existing data.
- Update the database and provide periodic reports.

- Continues database development for more accurate statistical reporting.

**I worked as liaison Assistant for Al-Nada Center for General Services (NCGS).
2021/September – until now**

➤ **Tasks& Responsibilities:**

- Acting as a focal point with government entities such as Tax Authority, Customs Authority, Supreme Authority for Medicines, Ministry of Planning, Ministry of Health, and Ministry of Finance.
- Gathering necessary shipment documents (invoices, bills of lading, packing lists) and following up with government authorities to obtain necessary approvals.
- Strengthening relationships with government employees to ensure smooth processing of transactions in case of any changes in procedures without the need to modify shipment documents or add new ones.
- Ensuring smooth communication between the organization and various government authorities.
- Following up on pending applications and responding to inquiries from authorities in a timely manner.
- Coordinating, arranging, and attending meetings with government entities as required.
- Proactively resolving conflicts and addressing issues that may arise between the organization and government entities.
- Archiving procedures after completing shipment processes to ensure all steps are documented in an organized manner.

I work as a Financial Secretary of Treasury (FST) and financial accountant IBN SEENA CLINCE. (Five-night shift per week). 2021/may - until today

Tasks& Responsibilities:

- Check out all receipt / Payment voucher. Dealing with revenue and exit money.
- Prepare the percentage ratios for ownership.
- Carefully checked all receipt / Payment process information. Prepare hand written report of all revenue and exit.
- Prepare Excel report of all revenue and exit if required.

Skills:

- 1- Management time.
- 2- Communication
- 3- The possibility of working under different conditions.
- 4- Data entry.
- 5- Able to work with team.
- 6- Proficiency in Microsoft office programs.

Language:

- Arabic advanced.
- English intermediate.