

Abdullah Al-Dossari

Operations & Inventory Management Specialist | SAP, Oracle & WMS | Administrative Support

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📍 +966557977389 | Saudi Arabia | Khafji | Riyadh | Jubail

SUMMARY

Operations and inventory management professional with 15+ years of experience across large-scale industrial operations and administrative support. Skilled in SAP, Oracle, WMS, inventory control, warehouse operations, reporting, documentation, and audit readiness.

Experienced in managing accurate records, coordinating material movements, investigating inventory discrepancies, and supporting operational compliance. Strong background in administrative coordination, confidential documentation, executive support, and cross-department communication.

Seeking to leverage operational discipline, system accuracy, reporting skills, and administrative experience to support efficient business operations and organizational performance.

EXPERIENCE

E-commerce Operations Manager

CodyStoreSA | Saudi Arabia | Sep 2025 – Present

- Managed daily operations for a digital products platform, including order processing, fulfillment, and customer support.
- Coordinated with software vendors and suppliers to maintain product availability and delivery accuracy.
- Monitored digital inventory, pricing, product listings, and operational workflow.
- Handled customer inquiries, issue resolution, and after-sales support to maintain service quality.
- Maintained organized records for purchases, vendor communication, orders, and operational follow-up.

Senior Technician

Ma'aden Aluminium Company | Ras Al-Khair, Saudi Arabia | Jul 2013 – Sep 2025

- Managed inventory transactions and warehouse records using SAP, Oracle, and WMS with high accuracy.
- Handled receiving, storage, material movement, and inter-warehouse transfers with proper documentation.
- Verified outgoing shipments, inventory records, and transaction accuracy to support audit readiness.
- Investigated inventory discrepancies and coordinated corrective actions with relevant teams.
- Prepared operational reports and supported weekly quality control follow-up.
- Maintained structured documentation to support compliance, reporting, and operational control.

Cycle Count Warehouse

SABIC Company | Jubail, Saudi Arabia | Apr 2010 – Jun 2013

- Supported cycle counting and inventory control activities to maintain accurate stock records.
- Verified item data in WMS, including quantity, item details, and movement accuracy.
- Prepared inventory reports using WMS, Excel, and Word.
- Researched inventory discrepancies and documented findings for operational follow-up.
- Maintained organized records to support audit readiness and warehouse process compliance.

Secretary of Director

Khafji General Hospital | Khafji, Saudi Arabia | Feb 2007 – Sep 2009

- Managed executive calendars, appointments, and meetings.
- Prepared and distributed meeting minutes, correspondence, and official documents.
- Maintained confidential electronic and physical records.
- Coordinated with internal departments and external vendors to support administrative operations.
- Assisted with invoices, basic bookkeeping, office supplies, and cost-efficiency follow-up.

LANGUAGES

Arabic
Native



English
Proficient



SKILLS

- 💎 Inventory Management
- 💎 Warehouse Operations
- 💎 SAP / Oracle / WMS Systems
- 💎 Inventory Control & Cycle Counting
- 💎 Data Management & Reporting
- 💎 Documentation & Record Keeping
- 💎 Audit Readiness & Compliance Support
- 💎 Material Receiving & Transfers
- 💎 Operational Coordination
- 💎 Administrative Support

ADDITIONAL SKILLS

Teamwork | Leadership | Integrity | Problem Solving |
Time Management | Attention to Detail |
Communication | Emotional Intelligence

EDUCATION

Business Administration Diploma
Saudi Electronic University

High School

Al-Khafji High School

📍 Saudi Arabia - Khafji

TRAINING / COURSES

Supervisory Development Program

Talent Acquisition — HRCI

NSC First Aid Instructor

Marketing