



# Khaled Al Sibai

UAE

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## Summary

With 2 years of experience, a detail-oriented, organized, reliable and enthusiastic coordinator with extensive coursework in a business curriculum. Strong knowledge of common programs such as Microsoft Office. Eager to expand my skill set in an organization that will help me grow.

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## Professional Experience

### Food City Sugar Refinery L.L.C. (Homs, Syria) Procurement Assistant

7/22 – 5/23

- Coordinating Contract Orders with Suppliers.
- Coordinate with vendor on continuous quality improvement.
- Issued receipts and refunds
- Ensure accurate record keeping and inventory control.
- Build and maintain effective working relationships with supply partners.
- Evaluate suppliers based on products, services, and prices.
- Ability to work with a wide range of technical, sales, manufacturing and IT support.
- Supply Chain Management.

### Food City Sugar Refinery L.L.C. (Homs, Syria) Coordinator

5/23 – 2/24

- Coordinated with internal departments to maximize operational efficiency across production and administrative areas.
- Upheld company standards and compliance requirements for operations and cleanliness of all areas.
- Develop and execute maintenance schedules.
- Equipment Maintenance supervision.
- Quality Supervision.
- Maintaining the highest Safety procedures for the institute.
- Collect a Database of All Maintenance Tasks to ensure Future Reference.

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## Education

### Al-Baath University. (Homs, Syria) Mechanical Engineering – Bachelor Degree

9/15 – 10/21

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## Languages

- Arabic - Native
- English - Fluent

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## Certifications and Licenses

- Syrian Driver's license - Ministry of Interior Traffic Police Dept – Syria

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## **Groups / Volunteer Work**

- Participated in anti-smoking campaigns, supported tobacco cessation
- Promoted awareness on human-caused pollution on World Pollution Day.

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## **Key Skills**

- Excellent communication and interpersonal skills
- Microsoft Office Proficiency
- Excellent math and money handling skills
- Time management
- Strong attention to detail
- Fast Learner
- Calm Under Pressure
- Multi-tasking
- Adaptable and Flexible