


# TAREQ ALDEISAT

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 962798969986

 Alkarak Jordan

## WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/tareq-aldesat-89a530199>

## SKILLS

- Project Management
- Strategic Planning
- Inventory Supplies
- Records Oversight
- Microsoft Word
- Warehouse Operations Knowledge
- Warehouse Management
- Office Organization
- Teamwork Skills
- PowerPoint

## EDUCATION

**Tafila Technical University**  
Tafila • 04/2010

**Diploma:** Warehouse Management  
Certificate of use of Microsoft Office programs

## CERTIFICATIONS

- Certified [Secretary, custodian and supplies, The Ministry of Education](#) - Since 9/2011, I am still at work

## PROFESSIONAL SUMMARY

Skilled Logistics professional offering advanced knowledge of supply chain regulations and standards. Sources material, organizes supplies and maintains optimal inventory levels. Strong mathematical and computer skills. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level [Job Title](#) position. Ready to help team achieve company goals.

## WORK HISTORY

**The Ministry Of Education - Warehouse and Supplies Management**  
Jordan • 09/2011 - Current


- Purchased, organized and distributed supplies for maintenance activities and personnel use.
- Analyzed inventory to determine serviceable, unserviceable and salvageable materials and compared items against back stock records to distribute to designated locations.
- Handled maintenance reports for orders requested and completed.
- Supervised and managed employees during sorting, packaging and return procedures.
- Managed accurate files and implemented new organizational systems to improve traceability.
- Evaluated back stock and returned extra, sealed and salvageable goods to designated locations.
- Oversaw and regulated warehouse inventory consisting of [Number](#) lines at \$[Number](#)+
- Developed and maintained knowledgeable and productive team of employees.

## LANGUAGES

**Arabic:**

 Bilingual or Proficient (C2)

**English:**

 Intermediate (B1)