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EDUCATION

High School

Al Hira Vidya, KattanKudy

January 2001 - December 2003

Basic Computer , Pass - Pass

IBS Colloge, Sri Lanka

January 2001 - December 2001

LANGUAGES

English:

Arabic:

Tamil:

Sinhala:

Hindhi:

Urdhu:

Malayalam:

PERSONAL DETAILS

NUHMAN MOHAMED ANVER

PROFESSIONAL SUMMARY

I am always looking for new challenge and new Ideas to complete the professional work.

Responsible Store Manager with 9 years of experience providing sales services. Honest worker excelling in loss prevention strategies. Organized and proficient in restocking store merchandise to guarantee product availability for customers.

Dedicated Storekeeper with 9 years of experience. Analyses store KPIs to improve processes and drive results. Expert stock manager and visual merchandiser.

WORK HISTORY

August 2022 - Current

East Delta Saudi Co Ltd - Store Keeper, Riyadh/Jeddah

- Controlling the warehouse
- Received The Material with goods
- Civil & Electrical & Mechanical Items Familiarize
- Warehouse Team Work
- Keep Control Inventory
- Order material
- All the store responsibilities
- Expert in Oracle System at ERP
- Expert in Oracle System at Danous

April 2016 - July 2022

Al Mashariq Company - Warehouse Supervisor,
Dammam/Riyadh/Jeddah/Makkah

- Controlling the warehouse
- Received The Material with goods
- Civil & Electrical & Mechanical Items Familiarize
- Warehouse Team Work
- Keep Control Inventory
- Order material
- All the store responsibilities
- Expert in Oracle System at ERP

March 2015 - April 2016

Al Mashariq Company - HR Coordinator, Dammam

- Follow up vacation for employee
- Renewal Iqama

Date of Birth / Age:

1987/08/06

Nationality: Sri Lankan

Marital Status: Married

Visa Status: Transferable Visa

Gender: Male

Religion: Muslim

Passport: N6788224

- Booking the ticket

August 2009 - January 2015

Zahran Company - Data Entry Operator, Dammam

- Purchase Order Entry for Suppliers
- Request for Quotation
- Material Transferring from Main Office to Branches
- Invoice Entry for Customers
- To Accept the Payment (Cheque or Cash) from Customer
- Submit Stock Report Daily, Weekly and Monthly, Yearly
- To make the record of Office Staff and Students
- Take Monthly Payment from Student
- Teach the Computer Subjects
- Material Requisition Entry + Purchase Order Entry + As an Assistant Buyer
- Request for Quotation as per Purchase Request from King Abdul Aziz Airbase
- Making Tabulation of Bids for Different Suppliers
- Submit Invoices to King Abdul Aziz Airbase
- Type the Material Request According to Royal Saudi Air Force (K.A.A.B) Request
- Submit the Material Request Form to 'PURCHASE DIRECTOR' (K.A.A.B)
- After Approval from Purchase Director, Make the Purchase Order for Suppliers

SKILLS

- | | |
|--------------------------|-----------------------------------|
| • Oracle ERP | • SAP knowledge |
| • Microsoft Word | • record-keeping proficiency |
| • Microsoft Excel | • Supply chain data management |
| • Outlook | • Stocktaking |
| • Team Work | • Stock control |
| • Stock management | • Warehouse operations management |
| • Order processing | • Inventory Accounting |
| • Staff training | • Dangerous Goods Handling |
| • Logistics coordination | |

PERSONAL INFORMATION

- Place of birth: Batticaloa
- Date of birth: 08/06/87
- Nationality: Sri Lankan

HOBBIES AND INTEREST

- Cricket
- Computer Gaming
- Swimming