

AHMED NASIR

House # 1, Building # 3587, 16th Street, Al-Aqrabia
AlKhobar, Eastern Province, Saudi Arabia 34446

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Objective

Experienced and detail-oriented **Store Keeper / Inventory Coordinator** with over 6 years of experience in stock management, warehouse operations, and retail store supervision. Proven ability to manage inventory systems, maintain accurate records, and ensure smooth warehouse/store functions. Seeking a challenging Warehouse Store Keeper role to apply my skills in organization, stock control, and team coordination.

Key Skills

- Inventory Management
- Stock Receiving & Dispatch
- Warehouse Organization
- Barcode Scanning / Stock Entry
- Record Keeping & Documentation
- Stock Reconciliation & Audits
- Microsoft Excel & Inventory Software
- Team Coordination & Work Scheduling
- Safety & Cleanliness Standards
- Vendor Coordination & Stock Replenishment

Work Experience

J. (Junaid Jamshed) — *Assistant Manager Sales / Stock Coordinator*
Multan, Pakistan • Jan 2018 – Dec 2020

- Managed back-store inventory and coordinated with the warehouse for product requisition.
- Conducted daily and monthly stock audits, and resolved discrepancies with the inventory team.
- Supervised stock receiving, tagging, and shelf arrangement in the showroom.
- Maintained accurate inventory records using Excel and internal POS system.
- Trained staff on inventory handling and ensured FIFO (First-In, First-Out) stock rotation.

Hub Leather — *Assistant Manager Sales / Store Operations*

Multan, Pakistan • Jan 2015 – Dec 2017

- Handled incoming and outgoing stock, updated inventory logs, and prepared stock movement reports.
- Managed warehouse/store cleanliness and organized stock by product category.
- Coordinated with head office for replenishment of fast-moving items.
- Supported physical inventory audits and ensured accurate stock counts.
- Assisted in implementing new stock arrangement systems for better access and control.

Private Driver — *Family Driver*

AlKhobar, Saudi Arabia • Jan 2023 – Present

- Currently working as a family driver while seeking warehouse/storekeeping opportunities.
- Responsible for vehicle upkeep and errand support.

Education

Intermediate (Math, Computer)

Government College Civil Line, Multan

Completed: December 2014

Secondary School Certificate – Science Group

Federal Board of Intermediate and Secondary Education

Completed: December 2012

Technical Skills

- Microsoft Excel (Stock Register, Stock Reports)
 - POS and Inventory Software
 - Barcode Scanners & Tagging Systems
 - Email & Basic Computer Operations
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Languages

- English – Conversational
 - Arabic – Basic
 - Urdu – Fluent
 - Punjabi – Fluent
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Licenses

- Valid Saudi Driving License
 - Valid Pakistani Driving License
 - Valid Iqama
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References

Available upon request.