



ASHRAFUL HUQ SUMON

PROFESSIONAL SUMMARY

Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results. Committed manager with exceptional leadership, organizational skills and communication abilities leads high-performing cross-functional teams. Leads projects, company operations and business growth.

WORK EXPERIENCE

Store keeper at (Al Hajdyah Contracting Company) 11/2021 - Current
Saudi Electricity Company - (Jeddah, Saudi Arabia)

- Maintain accurate records of inventory levels, stock movements, and purchases using electronic inventory management systems ensured.
- Receive, inspect, and store incoming materials, verifying quantity and quality against invoices and packing slips.
- Monitor inventory levels and reorder merchandise as needed to maintain optimal stock levels and prevent stock outs.
- Implement best practices for warehouse safety, including proper handling of hazardous materials and adherence to OSHA regulations.
- Participate in annual inventory audits and assist in reconciling physical counts with electronic records.

Branch Secretary 12/2021 - Current
Al Hajdyah Contracting Company - (Jeddah, Saudi Arabia)

- Co-ordinate office staffs & site workers.
- Improved efficiency and productivity by acquiring new skills.
- Applied critical thinking to analyze problems, evaluate solutions and select best decisions.

EDUCATION

School: 10th std,
Chandla K B High School & College - Bangladesh
Qualification: SSLC
Institute Place- Chandla B Para Comilla - 02/2014

HOBBIES AND INTEREST

- Playing Football
- Watching Movies &
- Listening Songs

CONTACT

 Comilla, Bangladesh-
 +966 591069850
 mdsumon54855@gmail.com

SKILLS

- High-value project management
- Multi-tasking ability
- Good administration quality
- Excellent time management skills
- Flexible

PERSONAL DETAILS

Date of Birth / Age: 07/05/1996
Nationality: Bangladesh
Marital Status: Single

LANGUAGES

Bengali

Hindi

Arabic

English

PASSPORT DETAILS

Passport Number: EL0633991
Issue Date: 25/06/2018
Expiry Date: 24/05/2028
Nationality: Bangladesh

RESIDENT ID

هوية مقيم
رقم النسخة ١

أشرف ال حق شومون
ASHRAFUL HUQ SUMON

رقم الهوية: ٢٤٩٦٨٦٦١٧٥
تاريخ الميلاد: ١٩٩٦/٠٥/٠٧
الجنسية: بنجلاديش
الديانة: الاسلام
الصفة: عامل حفر
هوية صاحب العمل: ٧٠٠١٤٧٤٨١١
مكان الإصدار: شركة العلم لامن المعلومات
مكان العمل: المنطقة الشرقية
اسم صاحب العمل: شركة الهاجدية للمقاولات المحدودة

تاريخ الانتهاء: ٢٠٢٥/٠١/٠٧
مكان الميلاد: بنجلاديش

بسم الله
من الرمز المميز
فعل اعتماد
التعامل مع الهوية

RESIDENT DETAILS

NAME: ASHRAFUL HUQ SUMON

RESIDENT NUMBER: 2496866175

ISSUE DATE: 27/04/2021

NATIONALITY: BANGLADESH

D.O.B: 07/05/1996

DECLARATION

Here I declare that the information presented in this resume is true and accurate to the best of my knowledge. I assure you that my experience, skills, and qualification meet the requirements of the job and I am committed to making a positive contribution to your organization.

DATE:
SINCERELY,

PLACE: JEDDAH

ASHRAFUL HUQ SUMON



Date : 19/02/2025

التاريخ :

EXPERIENCE LETTER

TO WHOM IT MAY CONCERN

Respected Sir/Madam

This letter is written to verify that Mr. ASHRAFUL HUQ SUMON residence no 2496866175 was working with us AL HAJDYAH CONTRACTING COMPANY from 02/02/2021 to CURRENT 4 YEARS as a storekeeper cum secretary.

We also certify that ASHRAFUL HUQ SUMON is a sincere, hardworking and honest person. He will certainly prove to be a great employee for your organization.

Please feel to contact us if you have any queries.

Sincerely,

HEAD OF THE DEPARTMENT

AL HAJDYAH CONTRACTING COMPANY,

DAMMAM,

SAUDI ARABIA.



Hearts Saver First Aid

This certifies that the holder of this card has successfully completed the national cognitive and skills performance examination in accordance with the standards and guidelines of the Saudi Heart Association for the Heart Saver First Aid.



Saudi Heart Association
جمعية القلب السعودية

ASHRAFUL HUQ SUMON

Registration ID: 176987
Issued: Nov 24 2024
Expired: Nov 24 2026
eCertificateID: 161775141943
Training Center: Kingdom of Doctors Dammam



Fahad

Prof. Fahad Alsohime
Chairman, National CPR Committee
Saudi Heart Association

To view or verify authenticity, students and employers should scan this QR code with their mobile device.

جمعية القلب السعودية
Saudi Heart Association

NATIONAL LIFE
SUPPORT COMMITTEE



CERTIFICATE OF

Life Support Training

ASHRAFUL HUQ SUMON

has successfully completed

SHA HSFA CPR AED COURSE

TRAINING CENTER:
KINGDOM OF DOCTORS
DAMMAM

Date of issue: Nov 24 2024

Date of expiry: Nov 24 2026



Prof. Fahad Alsohime
Chairman, National CPR Committee
Saudi Heart Association



Prof. Waleed Al Habeeb
President
Saudi Heart Association





Certificate

EMPLOYEE OF THE MONTH

awarded to

Ashraful Huq Sumon

*in recognition of
your dedication, passion, and hard work*

Al Hajdyah Contracting Company

Name/Title of Presenter

01/01/2025

Date



الشركة السعودية للكهرباء
Saudi Electricity Company
نعمل بإتقان من أجلكم



أشرف ال حق
ASHRAFUL HUQ SUMON
CONTRACTOR

EXP:06/07/2025

الجنسية: BANGLADESH Nationality:

رقم الهوية: 2496866175 Gov.No:

فصيلة الدم: O+ Blood Type:

شركة الهاجدية للمقاولات المحدودة
المحدودة

استعمال هذه البطاقة من قبل غير صاحبها غير
قانوني وقد يخضع للعقوبة حسب القانون وعلى
من يجدها أن يعيدها إلى إدارة الأمن الصناعي.

هاتف رقم: 0112024112

Use of this card by others, is illegal and may liable
to penalty by law. If found must return it to ISD.

Contact No. 0112024112

17/22 البيت



2496866175

SAP-60288310

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

هوليتا ميسيم
RESIDENT IDENTITY

المملكة العربية السعودية
وزارة الداخلية

ASHRAFUL HUQ SUMON

اشرف ال حق شومون

الرقم ٢٤٩٦٨٦٦١٧٥ نسخة ١

مكان الإصدار الخدمات الالكترونية

الإصدار ١٥/٩/١٤٤٢ الميلاد ٧/٥/١٩٩٦

المهنة عامل عادي

الجنسية بنجلاديش الديانة الاسلام

صاحب العمل شركة الحاجادية للتقاولات الهندسية

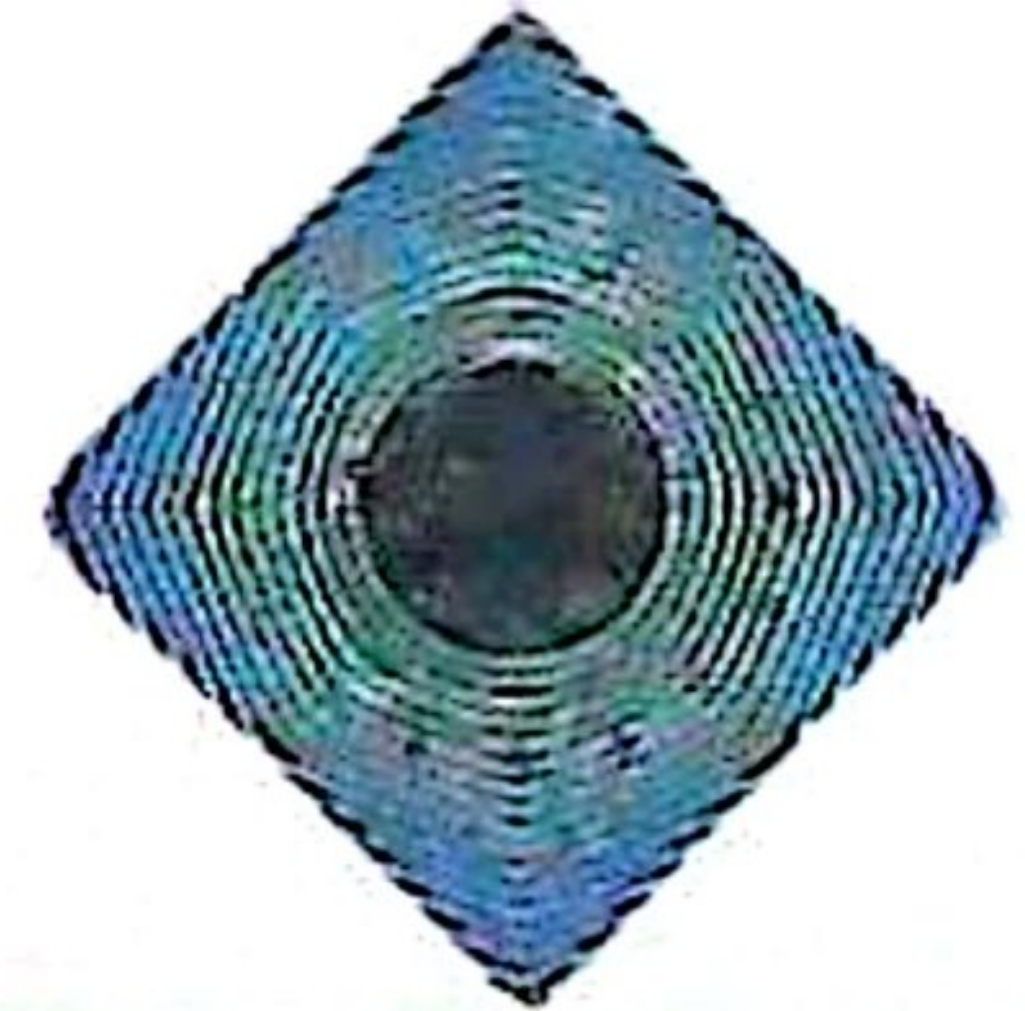


2496866175

MINISTRY OF INTERIOR
DIRECTORATE OF PASSPORT DEPT.

هوليا مليم
RESIDENT IDENTITY

وزارة الداخلية
المديرية العامة للجوازات



يجب إشعار أقرب إدارة جوازات أو مركز شرطة عند فقدانها .

Resident ID Card

This card is issued for legal resident as a proof of identity

Residents Card must be renewed separately before expiration

Residency ID card date of expiration can be checked Through

The MOI portal at,

www.moi.gov.sa

بطاقة إثبات هوية للمقيم

تصرف هذه البطاقة للمقيم نظامياً لإثبات الهوية

ويلزم تجديد رخصة الإقامة بشكل مستقل قبل انتهائها

ويمكن معرفة تاريخ انتهاء رخصة الإقامة عبر موقع

وزارة الداخلية .

SN 06004133279265