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## ***Gohar Rahman***

**Father's Name:** Shams Ur Rahman  
**Date of Birth:** APR 12, 1984  
**NIC #:** 15402-7658142-1  
**Domicile:** Malakand (KPK)  
**Religion:** Islam  
**Marital Status:** married  
**Nationality:** Pakistani  
**Driving license:** KSA driving license (Private)

### **Professional Objective:**

Looking for a job in a well-known, prosperous and prestigious Company where my knowledge and skills can be utilized as well as improving my intellectual skills for the betterment of the firm.

### **Educational Profile:**

| Course                                            | Institution Attended.                                                                            |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|
| S. S. C.                                          | BISE SWAT                                                                                        |
| FSC                                               | BISE Chakdara.                                                                                   |
| Mechanical Diploma Holder<br>( One Year )         | Vision Polytechnic Institute, Thana Batkhela<br>Malakand Agency Khyber Pakhtunkhwa,<br>Pakistan. |
| Computer programmer<br>Diploma Holder (4 years)   | University of Panjab Lahore Pakistan                                                             |
| Computer Course<br>Diploma Short Course (6 Month) | Info World Collage Of Institute Batkhela<br>Malakand<br>Excel, Word, Paint, Power Point ,,       |

## Core Competencies:

|                                                  |                                                                            |                                                           |
|--------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Warehouse Manager<br/>Senior Store Keeper</b> | Knowledge of<br>Mechanical Catalogs,<br>Store Inventory                    | Spare Parts and Site<br>Project Material<br>Knowledge,    |
| <b>Camp Boss<br/>Responsible</b>                 | Responsibility for<br>overall management<br>overseeing daily<br>operations | Maintaining Facilities<br>ensuring safety and<br>security |
| <b>Computer Operating<br/>Office work</b>        | Excel Excellent                                                            | word good                                                 |

## Work Experience (17 years) in Saudi Arabia :

### ➤ **Basmah Trading & Contracting Co**

➤ **Worked as Warehouse Supervisor / Senior Store Keeper**

➤ **Worked as Camp Boss Responsible**

01-01-2008, To. 28-03-2010,

### ➤ **Saad Al-Mobty & Partner Contracting Co**

➤ **Worked as Warehouse Manager / Senior Store Keeper**

➤ **Worked as Camp Boss Responsible**

22-05-2010, To. 23-05-2021,

### ➤ **Road Project Contracting Co (RPCO)**

➤ **Worked as Warehouse Manager / Senior Store Keeper**

➤ **Worked as Camp Boss Responsible**

Since 01-06-2021 still to date

## **DUTIES AND RESPONSIBILITIES:**

### **➤ Worked as Warehouse Manager/Senior Store Keeper**

- Overall supervision of all warehouses & its workers,
  - Preparation of purchase orders, deliveries,
  - Materials follow-up issuing and receiving,
  - Strong organizational and time management skill,
  - Coordinate daily activities with the team,
  - Daily follow-up with purchasing department for requested materials,
  - Strong understanding of warehouse operations and procedures,
  - Excellent leadership and team management skills,
  - Ensure timely and accurate delivery of materials to production teams,
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- **Inventory Management**
  - Implement and maintain an accurate inventory control system,
  - Conduct regular stock checks and inventory counts,
  - Barcode, Label, tag, and store materials per warehouse guidelines,

### **➤ Worked as Camp Boss Responsible:**

- A Camp Boss is a supervisory role responsible for the overall management and operations of a camp setting,
- Ensure safety and security, oversee daily operations,
- Strictly Monitoring Cleaning, Hygiene,
- plans, organizes, directs, controls and evaluates the operations of an accommodation establishment or of a department within an accommodation establishment,

## **Languages Known:**

|   |                 |              |
|---|-----------------|--------------|
| 1 | English         | Good         |
| 2 | Urdu            | Full Command |
| 3 | Pashto (verbal) | Full Command |
| 4 | Arabic          | Good         |