

ABDULLAH M-TUFAIL			
Experience:	2 years		
E-Mail:	abtufail786@gmail.com		
Phone:	+966 547539095		
Location:	Al Khobar, Saudi Arabia		
Iqama:	Valid &Transferable		
Available:	Immediately		
PROFESSIONAL SUMMARY			
Dedicated and detail-oriented professional with nearly two years of hands-on experience in inventory management, storekeeping, and document control within a fast-paced real estate environment. Proven track record at Mubarak Eissa Alrajeh Est in efficiently managing stock levels, streamlining warehouse operations, and maintaining well-organized documentation systems. Skilled in coordinating logistics, tracking supplies, and ensuring compliance with company standards and regulatory requirements. Strong command of MS Office, ERP systems, and digital filing tools, with a focus on accuracy, efficiency, and clear communication. Adept at working collaboratively with cross-functional teams and independently managing daily store and administrative responsibilities. Now seeking to bring operational excellence, organizational strength, and a proactive mindset to a growth-focused organization.			
KEY SKILLS			
➤ Inventory Management ➤ Stock Control & Reconciliation ➤ Document Handling & Filing Systems ➤ ERP & Inventory Software (SAP, Oracle, or similar) ➤ MS Office Suite (Excel, Word, Outlook) ➤ Data Entry & Record Keeping ➤ Warehouse Coordination ➤ Compliance & Audit Preparation			

- Time Management
- Attention to Detail
- Team Collaboration

PROFESSIONAL EXPERIENCE

Mubarak Eissa Alrajeh Est

Assistant Storekeeper & Documentation Controller

Dammam, Saudi Arabia

January 2023 – November 2024

- Maintained accurate inventory records and conducted regular stock audits to ensure data integrity and optimal stock levels.
- Received, labeled, and stored incoming materials and supplies in compliance with safety and organizational standards.
- Managed dispatch schedules and prepared delivery documentation, improving operational efficiency by 20%.
- Coordinated with procurement and warehouse teams to track orders and resolve inventory discrepancies.
- Created, organized, and archived physical and digital documents, ensuring accessibility and compliance with company policies.
- Implemented a standardized filing system that reduced document retrieval time by 40%.
- Assisted in preparing daily, weekly, and monthly reports for senior management on stock levels and inventory movements.
- Ensured compliance with health, safety, and regulatory requirements in both store and document handling processes.
- Utilized MS Excel, ERP software, and cloud-based systems for documentation and inventory tracking.

EDUCATION

Bachelor of Business Administration (Honours) – Finance

GIFT University, Pakistan

CGPA: 3.67 / 4.00

Final Year Project: Award-winning project on plastic tuft tile development.

INTERESTS
➤ Reading Productivity and Self-Development Books – Avid reader of books like Atomic Habits to enhance focus and discipline. ➤ Volunteering for Social or Environmental Causes – Active in community service and sustainability projects.