



Personal details

- Aynrand Eduardo
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- +966 563235022
- Riyadh Saudi Arabia Riyadh Male
- Saudi Arabia
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Skills

- Hard-working
- Flexible
- Can work under pressure
- Fast learner
- Willing to learn
- Willing to work overtime
- Willing to work on holidays

Profile

Dedicated and hard-working back-office support staff with extensive experience at Virgin Megastore KSA in Riyadh. Proficient in customer service, administrative expertise, and Demonstrates flexibility, the ability to work under pressure, and a willingness to work overtime and on holidays. Skilled in inventory management, policy implementation, and scheduling coordination. Consistently increases productivity while reducing costs. Career goal: to continue enhancing operational efficiency and team collaboration within a dynamic retail environment.

Education

- Primary** Jan 1989-1995
- Secondary** Jan 1995-1999
- BS Computer Science** Jan 2001 - Jan 2002
University of Nueva Caceres, Naga City Camarines Sur
- Caregiving 1-NC 11** Jan 2021
CAMP Training Center Inc.

Employment

- Inventory associate:** May 2015 – July 2025 Virgin Megastore KSA, Riyadh KSA
 - Maintained accurate inventory records through regular cycle counts and audits to ensure stock accuracy in Riyadh retail locations.
 - Coordinated with suppliers and logistics teams to facilitate timely receipt and dispatch of inventory items.
 - Implemented systematic storage solutions to optimize warehouse space and improve retrieval times.
 - Conducted quality inspections of incoming and outgoing inventory to maintain product standards and reduce discrepancies.
- Stockkeeper:** Riyadh KSA
 - Maintained precise and up-to-date inventory records of ammunition using manual and computerized systems to ensure stock accuracy.
 - Conducted regular inspections and audits of ammunition stock to identify and resolve discrepancies promptly.
 - Implemented strict adherence to storage safety standards, including temperature control and hazard prevention measures, to maintain ammunition integrity.
- Back office Coordinator**
 - Handled correspondence by preparing, reviewing, and distributing incoming and outgoing documents promptly.
 - Coordinated office supplies inventory, placing orders and monitoring usage to maintain cost efficiency.
 - Assisted in the preparation of reports, presentations, and meeting materials as required by management.
 - Monitored and maintained office equipment, arranging repairs and servicing to prevent operational disruptions.
- Cashier**
 - Processed customer transactions accurately and efficiently using POS systems.
 - Handled cash, credit, and debit card payments and ensured correct change was given.
 - Provided friendly and prompt customer service, addressing inquiries and resolving complaints.