



SHARJEEL JABBAR

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Iqama Transferable

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Ras Tanura ,Saudi Arabia

Professional Summary

Dedicated and detail-oriented Store Keeper with the experience in inventory management, stock control, and warehouse operations. Skilled in maintaining accurate records, ensuring proper storage, and coordinating with suppliers to achieve smooth operations. Strong knowledge of health and safety compliance, excellent time management, and effective communication skills.

Skills

- Inventory Management & Control
- Stock Issuance & Receiving
- Order Picking & Packing
- Record Keeping & Documentation
- Team Collaboration & Communication
- Time Management & Organization
- Communication & problem solving
- ERP / WMS Software
- Supplier coordination
- Warehouse organization
- Communication and teamwork
- MS Office, Inventory software
- Reservation Software
- Multitasking under pressure
- Front desk operations
- Attention to Detail & Confidentiality

Education

Bachelor of Business Administration(BBA)

University of South Asia, Lahore, Pakistan
2013 – 2017

Intermediate (COMMERCE)

Privately, Gujranwala, Pakistan
2010 – 2012

Experience

Store Keeper

Abraaj Altaaj Hotel, Ras Tanuara ,KSA

Feb 2025-Present

- Manage and monitor daily inventory transactions, including receipts, issuance.
- Maintain accurate stock records and prepare inventory reports.
- Manage inventory of materials, goods, and equipment ensuring accuracy and timely availability.
- Coordinate with suppliers and procurement team to track orders and deliveries.
- Conduct regular stock audits and physical inventory counts.
- Oversee daily store operations and ensure efficient workflow.
- Maintain and manage inventory levels, including ordering and stock control.
- Coordinate with suppliers and vendors to ensure on-time delivery of stock.
- Manage cash handling, including cash register operations and reconciliations.
- Use inventory management software to update stock levels and generate reports.

Customer Service Representative

Abraaj Altaaj Hotel, Al Safaniya ,KSA

Dec 2024- Jan 2025

- Documented interactions in Salesforce, ensuring accurate and up-to-date customer records.
- Provided front-line customer support and handled inquiries
- Resolved complaints efficiently and maintained high guest satisfaction
- Managed front desk operations including guest check-ins
- Maintained records and guest logs
- Assisted with document preparation, scanning, and data entry.
- Handled check-ins, appointment scheduling, and follow-up reminders.
- Managed front desk email and calls with empathy and confidentiality.

Logistics Supervisor

Qas International PVT LTD , Gujranwala, Pakistan

Dec 2017-May 2023

- Monitor stock levels and ensure accurate inventory records.
- Coordinate regular stock counts and audits.
- Oversee incoming and outgoing shipments.
- Ensure timely and accurate delivery of goods.
- Coordinate transportation schedules and monitor fleet performance.
- Manage stock levels, prepare reports, and oversee timely replenishment of goods.
- Streamline logistics processes to improve efficiency and reduce costs.
- Implement best practices in warehousing and transportation.
- Maintain proper records of shipments, invoices, and inventory.
- Ensure compliance with safety, regulatory, and quality standards.
- Support logistics team with dispatch, documentation, and order tracking.

Language

- English
- Urdu

References

Muhammad Asif Cheema
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HR ASSISTANT

Aug 2017-Nov 2017

Sohail Engineering Corporation PVT LTD Gujranwala,Pakistan

- Maintain accurate employee and inventory records for audit and compliance.
- Support HR team in tracking staff attendance and leave requests.
- Coordinate with management regarding staff requirements and resource allocation.
- Assist in maintaining safe working conditions and compliance with labor policies.
- Assisted HR department with staff documentation and employee files.
- Supported recruitment activities by scheduling interviews and screening resumes.
- Handled employee queries and coordinated internal communications.
- Maintained databases for attendance, payroll, and performance evaluations.