

NASEEM AHAMED

10 September, 2025

Job Title: Warehouse Supervisor

Dear Hiring Manager,

I am writing to express my interest in the Warehouse Supervisor at H. M. Al Rugaib & Sons Trading Co. With nearly a decade of experience in warehouse administration, accounting, and data entry operator, I bring a strong foundation in supply chain processes, inventory control, and cross-functional coordination. Currently pursuing a BBA in Supply Chain Management at IIC University of Technology, I am eager to transition into a Warehouse Supervisor role where I can apply my operational expertise to drive product availability and enhance customer satisfaction.

In my current role as Warehouse Administrator at Alshaya Group Logistics Division, I oversee end-to-end warehouse operations, manage inventory levels, and coordinate with supply chain, vendors, and shipping teams. I have successfully implemented process improvements and automation initiatives, supported ecommerce and retail order fulfillment, and ensured compliance with health, safety, and quality standards.

My technical proficiency includes tools such as Microsoft Excel, Manhattan ILS, Blue Yonder, G.O.L.D, COMS and OMS, Carriyo, which I have used to prepare performance reports and optimize storage and space utilization. My previous roles as Accounts Assistant and Data Entry Operator have further strengthened my analytical and organizational skills.

I am passionate about continuing my career in the supply chain and logistics field and i believe Warehouse Supervisor at H. M. Al Rugaib & Sons Trading Co is a perfect fit for my skills and aspirations. I am confident that my dedication, attention to detail, and collaborative mindset will make a meaningful contribution to your team.

Thank you for considering my application. I would welcome the opportunity to discuss how I can support to H. M. Al Rugaib & Sons Trading Co goals.

Best Regards,
M.W.Naseem Ahamed

+966532710287
ahamednaseem36@gmail.com
Exit-16, Al Sulay, Riyadh, KSA.

NASEEM AHAMED

LOGISTICS & SUPPLY CHAIN

+966532710287

ahamednaseem36@gmail.com

Exit 16, As Sulay, Riyadh, KSA.

PROFILE

A dependable who can relied up achieving organizational goals & objectives where is attention on problems with professional manner, doing multi task to achieve the objective & goals. Ability to meet deadline with dedication. Responsibilities are encouraging under any kind of pressure; Holding a high quality personal character, where honesty and dedication is regarded as priority.

WORK EXPERIENCE

2022 - PRESENT

Alshaya Group

Warehouse Administrator

- Oversee and support end-to-end warehouse operations.
- Prepare and analyze daily, weekly, and monthly performance reports.
- Coordinate with supply chain, procurement, and logistics teams incoming and outgoing shipments.
- Monitor and maintain optimal inventory levels and clearance.
- Investigate inventory discrepancies, losses, and missing items.
- Manage stocks inbound, storage, and space optimization.
- Implement process improvements and automation initiatives.
- Ecommerce and Retail order fulfillment.
- Support compliance with health, safety, and quality standards.

2018 - 2022

MJ Consultants (PVT) LTD

Accounts Assistant

- Maintain and update company and client databases.
- Handle all administrative functions and management tasks.
- Manage quarterly budgeting and planning activities.
- Assist accountant with cheques, vouchers, and financial reports.
- Handle petty cash and maintain the cashbook.
- Prepare monthly invoices and collection summaries.
- Prepare salaries, pays lips, and monthly financial reports.
- Process daily invoices and sales collections.
- Manage annual stocktaking and inventory control.

2016 - 2018

GOOD LUCK CERAMIC (PVT) LTD

Data Entry Operator

- Maintain stock and customer databases.
- Keep records of daily warehouse operations.
- Coordinate with warehouse for stock orders and clearance.
- Prepare daily delivery, loading, and unloading sheets.
- Manage annual stocktaking and inventory control.
- Prepare daily, weekly, and monthly sales, collection, and outstanding reports.
- Manage petty cash and day cash book.
- Handle daily collections, banking, and bank reconciliations.
- Maintain communication via email and phone with warehouse and clients
- . Oversee receipt, storage, and space optimization of incoming goods

EDUCATION

2022 - Present

IIC UNIVERSITY OF TECHNOLOGY

- BBA in Supply Chain Management

2018 - 2021

AATSL

- Business & Finance Studies

SKILLS

- Inventory Management
- Logistics & Supply Chain Coordination
- Effective Communication
- Leadership & Team Collaboration
- Problem-Solving & Decision-Making
- Time Management
- Data Analysis

TECHNICAL SKILLS

- Microsoft Application
- Order Management System
- Customer Order Management System
- Manhattan ILS
- Blue Yonder
- G.O.L.D
- Carriyo

LANGUAGES

- English (Fluent)
- Hindi (Intermediate)
- Arabic (Basics)
- Malayalam (Intermediate)
- Tamil (Fluent)
- Sinhala (Fluent)

LICENCE

- KSA Driving License.
- Srilankan Driving License