



Ejaz Ahmed

Warehouse Manager

My Contact

✉ ejazmubarik@gmail.com

☎ +966-591281470

📍 Taif, KSA

Hard Skill

- Documentations and filing
- Data mining and analysis
- Communication with costumers
- Analyst current and past data

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Special Skill

- MS Office
- Corel draw
- Arabic speak & write
- English speak & write

Education Background

● Bachelor in Economics

Punjab University

Completed in 2011

● Diploma in Commerce

Board of Technical Education

Vocational Training Authority

Completed in 2006

● Office Assistant / Management

Board of Technical Education

Vocational Training Authority

Completed in 2006

About Me

Dedicated and detail-oriented Data Analyst with experience of 6 years and automotive parts manager with 9 years of experience. Eager to maximization skills for warehouse maintaining, and completing client billing and reconciliations. Special interest in achieving the invoicing of sales and record keeping. I have passion to work in terms which work together in stimulated envirimnt through my dedication and loyalty to my assignments.

Professional Experience

Abu Naif automotive parts. | Automotive parts 2012-2014 – Present

Key responsibilities:

- Analyze data of warehouse and maintain as per codes, line number and location. .
- Remember the product name as per item codes.
- Ready packags as per order correctly.
- Load packags in supervision and send it on given location with original bills.
- Keep the record of billing.

K. M. Ashraf & sons | Document controller/ Export Officer 2007 – 2011

Key responsibilities:

- Analyze current and past data Handled the
- export costume & commercial documents. Did communication with foreign costumers.
- Create different reports regarding my work