



shaharyar2702@gmail.com



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DAMMAM, KSA

## EDUCATION

Bachelor of Arts, ENGLISH  
**PT. UGAM PANDEY COLLEGE,**  
MOTIHARI, INDIA  
March 2021  
GPA: 62.12%

H.S.C, (Science)  
**ABEDA HIGH SCHOOL**  
MUZAFFARPUR, INDIA  
June 2013 – May 2015  
GPA: 60%

S.S.C.  
**DR. ZAKIR HUSSAIN HIGH**  
SCHOOL, MOTIHARI, INDIA  
June 2013  
GPA: 53.4%

## LANGUAGES

English

Hindi

Arabic

# SHAHARYAR HASSAN

## PROFESSIONAL SUMMARY

Store Supervisor with 2 years of experience leading dynamic teams. Grows profits and controls costs through responsible stock ordering and planning. Experienced Store Supervisor with talent for team leadership and customer satisfaction. Known for enhancing store operations and boosting staff morale. Delivered significant improvements in sales and inventory management, ensuring smooth daily operations.

## WORK HISTORY

June 2023 - Current

**AL IMAN GASKET FACTORY (Aramco and Sabic Approve Company)- Store supervisor,** DAMMAM, SAUDI ARABIA

- Assisted in inventory management to maintain sufficient stock levels.
- Arranged Material on proper location.
- Handling with more than 10,000 metallic and non- metallic gaskets.
- Continuously Ordering material to different supplier to maintain stock.
- Scheduled regular staff meetings, fostering open communication within team.
- Good knowledge of gaskets i.e., Spiral Wound, Ring Joint, Insulating Gaskets, Ceramic, PTFE gaskets-Gore UPG FF/FR, Gore Sealant, Rubber Gaskets O-ring NBR, Viton, EPDM, Neoprene, Silicon, Oil Seals, V-Ring, PTFE Steel lined gaskets, EPDM CS/SS Insert G-ST-PS gasket, etc.

July 2022 - June 2023

**AL IMAN GASKET FACTORY (Aramco and Sabic Approve Company) - Expeditor,** DAMMAM, SAUDI ARABIA

- Enhanced team communication for more effective progress updates.
- Reviewed purchase orders for accuracy before submission to suppliers.
- Liaised with suppliers to ensure timely product availability.
- Continues follow-up to customer through e-mail and call for delivery.
- Published ASN (Advanced Shipping Notes) for Aramco on SAP Website.
- Preparing documents i.e., C.O.O. (Country of Origin), PO Copy/Proforma Invoice, Packing List, Q.C. inspection certificate etc. for international customer.
- Preparing documents- Delivery Note, PO Copy, Invoice, Q.C. inspection certificate, Packing List etc. for local customer like Sabic, Maaden, Sahara, Sadara, Saudi Chevron etc.

March 2019 - July 2022

**INDIAN CYBER CAFE - Data entry operator,** MOTIHARI, INDIA

- To Maintain Data in MS Word and MS EXCEL.
- DESIGNING IN MS WORD, COREL DRAW, AND PHOTOSHOP.

## PERSONAL DETAILS

**Date of Birth / Age:** 28

February 1997

**Nationality:** Indian

**Marital Status:** Married

**Visa Status:** Working Visa

**Gender:** Male

**Religion:** Muslim

**Passport:** U2379596

- PREPAIRING DIFFERENT TYPES OF DOCUMENTS -LETTER HEAD, Cash Memo, Quotation etc.

October 2016 - January 2019

**BRAVO PHARMA - EXPEDITER**, MOTIHARI, INDIA

- To maintain data on CRM.
- Co-ordinate with customer through e-mail, call and face to face interaction.
- Preparing documents for delivery of materials i.e., packing list, delivery note, PO/Cash Invoice, inspection documents etc.
- Co-ordinate with departments and with other companies to maintain proper data.
- Assisted in quality control checks, ensured adherence to standards.

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## SKILLS

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|--------------------------------------|------------------------|
| • Inventory and storage management   | • Team Leadership      |
| • Inventory management understanding | • Product knowledge    |
| • Customer Service                   | • Inventory control    |
| • Visual merchandising               | • Inventory management |
| • Stock control procedures           | • MS WORD AND MS EXCEL |
| • Odoo ERP                           | • Photoshop            |

