

RUSHDY AHAMED

Current Location: Doha, Qatar

Nationality: Sri Lankan

Date of Birth-1991-07-20

Mobile: +974-50676604

Visa Type: Work

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Objective

To be a part of a dynamic and vibrant company, which requires competent and adept organizational skills where I can efficiently employ my abilities, enhance my interest and improve myself, and simultaneously be a valuable asset in the accomplishment of company Goals and aims.

Working Experience

Position: Station Admin

Duration: 19-05-2019 To 20-05-2021

Organization: Woqod Petroleum

Job responsibilities:

- Review and maintain written and computer files, plus conduct data entry
- Assist in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties
- Help implement new programs, procedures, methods, and systems
- Responsible for preparation of confidential documents and reports
- Maintain meeting minutes
- Coordinate operations, including purchasing, equipment, property inventory, building, equipment, and disposal.
- Maintain complete stock of all office supplies and accuracy of inventory.
- Collating, producing and submitting monthly expense reports.
- Supervise other staff and delegate responsibilities.

Position: Store Supervisor (15-09-2014 –29-11-2017)

Duration: 3 Years

Organization: Aziziya Panda United Company Saudi Arabia

Job responsibilities:

- Maintain professional conduct at all times
- Check shipments for arrival condition of produce and packaging
- Verify that quantities Research on Purchase Order match invoice and bill of lading
- Complete receiving document(s) as each shipment is received
- Fill out labels or hold tags as necessary
- Notify QC Supervisor & Buyer of any quality or quantity issues/comments related to shipment
- Place shipment in designated cooler or warehouse location
- Rotate and organize inventory per company procedures
- Check voice mail and computer system for open Purchase Orders throughout shift
- Check quality & quantity of stock on hand
- Reorganize inventory as needed
- Walk coolers and identify product that needs to be stocked-up
- Clean product space before stocking new item
- Other tasks as assigned
- Follow all work & food safety rules & procedures

Position: Computer Cashier (01-10-2012 –16-03-2013)

Duration: 1 Years

Organization: Carrefour Hyper Market

Job responsibilities:

- Ensure store is stocked with merchandise, greet customers, process customer payments, answer phone calls, and answer general questions.
- Assist with general cleaning, including sweeping and mopping floors.
- Complete and submit paperwork, including cash receipts invoices
- Post prices.
- Process refunds or exchanges of daily sales.
- Remain knowledgeable of products and prices.
- Maintain an accurate and legible cash register.
- Assist with daily cash reconciliation.
- Perform all duties in accordance with company standards and regulations.
- Follow all company safety and security policies and procedures.
- Complete all work in accordance with company standards, policies, and procedures.

Education & Qualification:

- Passed in General Certificate of Educational in Advanced Level (commerce stream) in Sri Lanka.
- Diploma in Computer Accounting- ICM Kandy
- Diploma in Information Communication Technology- IDM Kandy
- Diploma in Computer Application - Unique Academy.
- Diploma in Spoken English-British Collage

Skill Highlights

- Customer care
- Strong decision maker
- Team worker
- Creative mind
- Leadership
- Service-focused

Languages

- Tamil - Excellent
- English - Good
- Sinhala - Excellent
- Hindi - Can manage
- Arabic - Can manage

I do hereby certify that the above particulars are true and correct to the best of my knowledge Rushdy Ahamed.