

Aatif Jamal



Contact

Dammam, Saudi Arabia

32425

+966 508278969

aatifjamal1991@gmail.com

Skills

- SAP knowledge
- Microsoft Excel
- First aid training
- Demand-based replenishment
- Inventory control
- Stock record management
- Warehouse organization
- Stock control
- Team motivation
- Health and safety awareness
- Data analysis and interpretation

Education

HNB Garhwal University

Srinagar

Bachelor Of Commerce:

Commerce

Jan 2008 - Jan 2012

- [Degree] Graduate

Summary

Experienced in managing inventory and maintaining stock levels. Ensuring smooth operations by organising and coordinating deliveries. Known for reliability and attention to detail in maintaining accurate records. Organised Storekeeper with comprehensive knowledge of inventory management and supply chain operations. Strong ability to streamline stock control, enhance storage solutions, and ensure smooth distribution processes. Proven track record in maintaining accurate records, managing stock levels, and fostering productive working relationships. Brings reliability, attention to detail, and commitment to optimising store operations for maximum efficiency.

Experience

Store keeper

AL Yamama Trading & Contracting | Dammam, Saudi Arabia | May 2022 - Current

- Stored stock safely and securely to maintain quality of goods.
- Coordinated with suppliers for timely delivery of goods, verifying quantities and quality upon receipt.
- Managed inventory levels, conducted regular stock checks, and updated stock records for accurate tracking.
- Maintained accurate records of all received and dispatched goods, ensuring compliance with audit requirements.
- Monitored inventory levels and initiated reorder processes to avoid stockouts and maintain product availability.
- Organised warehouse space for efficient storage and easy access, enhancing operational efficiency.
- Identified slow-moving items and suggested markdown strategies to clear excess stock.
- Labelled goods clearly and accurately in line with Trading Standards laws.
- Responded to customer queries regarding product availability, specifications, and delivery schedules.

Data Entry Clerk

Ashu Public Inter College
Roorkee
High School

Ashu Public Inter College
Roorkee
Intermediate

Tally Academy
Roorkee
Accounting

Shakumbhari Automobiles | Roorkee, India | Jul 2019 - Feb 2022

- Created and maintained spreadsheets using Excel.
- Scanned documentation and entered into database to maintain accurate records.
- Verified and updated account information in company computer system.
- Transferred data from paper formats into database systems to keep digital formats.
- Performed data updates on information in company system.
- Entered data accurately into database systems, maintaining high levels of precision and attention to detail.
- Reviewed daily customer orders and input data into system.
- Managed high volumes of data entry work within tight deadlines, demonstrating excellent time management skills.
- Regularly generated and printed reports to monitor activity and changes.

Accountant

APS Boitech Pvt. Ltd | Roorkee, India | Aug 2012 - Jun 2019

- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Produced monthly and year-end closing statements, financial documents and invoices.
- Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.
- Analysed financial data to produce monthly reports, providing insights into company performance for stakeholders.
- Prepared accurate returns and represented taxpayers in disputes with tax officials.
- Prepared and submitted VAT returns in compliance with HMRC regulations, minimising company tax liabilities.

Languages

Hindi, Urdu, Arabic, English: First Language

Projects

- Jafurah Temporary Construction Facilities , Aramco
- Expand Upstream High Performance Computer Capabilities, Aramco