

AYMAN ABDU

CONTACT

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 Eastren Region Dammam

EDUCATION

High School – Jeddah, Saudi Arabia

SKILLS

- Warehouse management & inventory control
- Sales & customer service excellence
- Data entry (fast & accurate)
- Microsoft Office (Excel, Word)
- Inventory & banking systems knowledge
- Negotiation & persuasion
- Time management & ability to work under pressure

PROFILE

Passionate about turning challenges into opportunities for success, with the ability to enhance operational efficiency and elevate customer experience through a professional approach that delivers exceptional results. I believe excellence is not an option but a way of work, and I am committed to consistently providing added value that exceeds expectations.

WORK EXPERIENCE

SALES REPRESENTATIVE

Ebrahim Juffali & Bros. Co. May 2023 - Present Dammam

- Marketed and sold spare parts to individual and corporate customers.
- Achieved monthly and annual sales targets.
- Built and maintained strong customer relationships, ensuring high satisfaction.
- Managed orders and coordinated delivery operations.
- Provided technical advice on product selection.
- Prepared periodic sales and market trend reports.

WAREHOUSE SUPERVISOR

Ebrahim Juffali & Bros. Co. 2016 - April 2023 Jeddah

- Managed warehouse operations including receiving, inspection, and stock organization.
- Promoted to Central Warehouse Supervisor, overseeing logistics for all branches.
- Developed storage systems to improve efficiency and reduce errors.
- Prepared accurate stock and inventory reports.
- Supervised team performance, assigned tasks, and provided training.

Data Entry Clerk 2013 - 2015

The National Commercial Bank (NCB) Jeddah

- Entered and updated financial and banking data into internal systems.
- Reviewed and corrected data errors to maintain integrity.
- Archived files according to confidentiality and quality standards.
- Coordinated with departments for smooth workflow.
- Met daily and monthly deadlines