



ARIF HOSSAIN

IQAMA NUMBER: 2438038214

Passport number: BM 032815

AL WAZARAT, Near Safa Makkah
Policlinic

Riyadh, KSA.

Mobile: +966549897322

PROFILE

Father's Name: MD: Noyon

Permanent Address:
MAIZDEE, NOAKHALI,
BANGLADESH

Date of birth: 6-06-
1991

Hobbies: Browsing internet,
listening music.

EDUCATION

SSC

Bazra M.L High School

2012

GPA 4.63

HSC

Cowmhuni Govt S.A Collage

2014

GPA 4.00

B.A

Chowmhuni govt S.A College

2018

WORK EXPERIENCE

HOTEL DHAKA RECENGY

Host

Airport road Dhaka

Bangladesh.

CARREFOUR

Marchandiser

From (03-March-2017 to 6-July-2017)

Riyadh, KSA.

Jollychic.com

Inbound team leader

From (10-July-2017 to 2-February-2021)

Nationality: BANGLADESH

Languages known: English,
ARABIC, BANGLA, HINDI, URDU

CAREER OBJECTIVE

Intend to be a part of organization that offers security, Professional growth and an opportunity to implement my present knowledge and ideas for the growth of organization.

EMAIL:
ARIFHOSSAIN1469@gmail.com

New Sanaya,Riyadh,KSA

Aramex.com

(NAMSHI PROJECT)

Outbound Supervisor

From (3-February-2021 to 10-August-2023)

As Sulay,Exit-18,Riyadh,KSA

ALKAFFARY GROUP

Warehouse Supervisor

From (11th August-2023 to 25th October-2024)

As Sulay,Exit-17,Riyadh,KSA

NAQEL EXPRESS

Warehouse Operation Supervisor

From (28th October-2024 to Continue)

As Sulay,Exit-18,Riyadh,KSA

SKILLS

MS OFFICE

95%

Inbound

100%

Outbound

95%

Inventory

96%

WMS

100%

INVENTORY CONTROLLER CUM WAREHOUSE ADMIN RESPONSIBILITIES

Monitoring and maintaining current inventory levels, ensuring quantities that appear in the system are accurate for planning of purchase, promotions and marketing activities.

Ensuring adequate inventory of product in accord with inventory cycle.

Coordinates and manages daily physical cycle counts and reconciles if actual counts reports.

Check and authorized all customer returns.

Preparation of daily inventory sheets in all location every end of month.

Check minimum 5 outbound deliveries and 5 inbound deliveries.

Inbound and outbound Stock control and Administration

Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality. Prepare GRN and Pick list for receive and delivery of goods.

Maintain documentation of daily plan, in, out goods and important documents. Making sure that all inventory processes are completed on the same day.

Maintaining and servicing warehouse tool, machinery and trucks. Accurately updating all data into computer and manual recording systems. Processing stock from system and Printing invoices & processing orders forpick.

Customer service, dealing with queries and issues, communicating with the customer in a professional manor.

OFFICE ADMINISTRATOR CUM COMPUTER OPERATOR RESPONSIBILITIES

Handling correspondence. Answer the telephone (take messages where necessary), record pupils and visitors entering and departing school during the day. This may involve pupil collection/delivery to classrooms.

Ensure all school files are kept updated, tidy and in good order.

Be responsible for the sale of uniform, giving receipts and maintaining records. Be responsible for the allocation of stock and stock control.

Printing and photocopying. Processing invoices, purchasing equipment/other goods.

Administering and coordinating student recruitment, examinations and assessment activities.

Maintain personnel records, including salary assessments, sickness, attendance and holiday records (premises staff). Take responsibility for all staff aided administration, including staff, pupil and governors' files and statistics.

Assigned in the monitoring of inputs to ensure that all details are accurate and in place. Maintained all students' accounts from the freshman to senior year level.

Installs computer new software and service releases for mainframe and student system applications for the purpose of providing access to computerized alternatives to manual processes.

Instructs and supports teachers and school staff for the purpose of ensuring proper and efficient usage of system and notifying users of system changes.

Determined causes of computer errors and propose diagnosis.

Performed preventative measures and maintenance of all electronic devices related to computers such as keyboards, monitors, disk drives, etc.

STRENGTHS

Optimistic and Smart working, Quick Learner

Sincerity & Punctuality, Good communication skills

DECLARATION

I hereby declare that the above- mentioned information is correct to the best of my knowledge and belief. I bear the responsibility for the correctness of the above-mentioned particulars.

PLACE: