

NAME:MR.THAMEEM AHAMED



#26, JAILANIYA MAIN STREET,  
SUBRAMANIYAPURAM,  
TIRUCHIRAPALLI-620020 INDIA.

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### Professional Summary:

Passionate with entry-level experience in data accuracy and management. Independent problem solver focused on customer service and product development. Seeking opportunity to work under a tight deadline in an established company.

Dedicated highly efficient various administrative and programme management tasks. Ability to manage complex data with excellent organisation. Motivated to achieve outstanding success through prompt communication and a helpful approach.

### Work Experience In Saudi Arabia:

2 Years served as a Store Keeper Cum Computer Operator

Period of Service: 21st November 2019 to 20th November 2021

WADI HAJAR FOOD PRODUCTS FACTORY (Frozen Meat)

(Division of Yousuf Faran Al dossary Cold Store) Mohammadiya, Dammam.

MODEN First Industrial Area, Street No#34, Al Oyun, Saudi Arabia.

### Store Keeper Role:

Ordered new stock on basis based on supply and demand, and evolving Industry trends.

Reduced inventory obsolescence by resulting in lower economic losses than previous averages.



Minimised waste by identifying and correcting inefficiencies in stock control management.

Saved in costs by implementing inventory technology to identify competitive supply prices.

Managed security and access control of storage areas, reporting security breaches to  
Accurately monitored compliance of official orders and monitor quality.

Monitoring stock availability in store room.

Managed staff schedules and budgets for continued productive and profitable company running  
Closely monitored sales throughout each shift, providing guidance to staff members to improve sales performance as needed.

#### **Work Experience In India:**

Five years served as a **Accounts Clerk Cum Computer Operator**.

Period of Service: 01-12-2008 to 30-11-2010 and 04-12-2012 to 30-09-2015

Department of Self Finance Office.

Jamal Mohamed College, Tiruchirapalli-620020

#### **Role of Work:**

Students record keeping work.

Students educational convocation work.

Monitoring students fee paying voucher.

Account receivable and payable work.

Educational scholarship work to students.

Educational Certificate issuing work to students.

Admission work to newly joining students.

Application form sold to newly joining students.

#### **General Working Skills:**

Microsoft Word & Excel

Cash Handling Work

Data Entry Work

Accounting Work

Accounts receivable work

Accounts payable work

Admin work

Staff Scheduling

Maintain Storekeeping

Maintain Timekeeping

Stock Arrangements

Stock Weight Checking

Stock Quality Checking

Inspecting Stock

Inspecting Container

Inspecting loading & Unloading

#### Languages Known:

Arabic only speak

English written and verbal

Hindi only speak

Tamil written and verbal

Urdu only speak

#### Other Skills:

To know driving motor cycle with gear and light motor vehicle (MCWG & LMV)

With valid Indian light driving licence holder.

Valid up to 2025

#### Education:

Master Of Commerce (M.Com)

April 2007 Passed Out.



**Institution:** JAMAL MOHAMED COLLEGE

BHARATHIDASAN UNIVERSITY

TIRUCHIRAPPALLI District,

Tamil Nadu State, South India

Specialization of Commerce & Accounts

Post Graduate with Degree

**Computer Skills:**

Microsoft Office

Tally 9.0

**Other Personal Information:**

Date of Birth: 07-06-1983

Gender: Male

Marital Status: Single

Religion: Islam

Nationality: Indian

**Residential Address:**

#26, Jailaniya Main Street,

Subramaniyapuram,

Tiruchirapalli, Tamilnadu,

Area Pincode: 620020

(Thameem Ahamed)

