

# SYED AFROZ

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Visa Status: Transferrable Visa

Doha-Qatar.



## **Summary:**

Detail-oriented and highly organized Storekeeper with 4 years of experience in an automobile spare parts retail store. Proficient in managing inventory, receiving and processing shipments, and ensuring timely and accurate order fulfillment. Dedicated to maintaining a clean and organized store environment while providing exceptional customer service.

## **Professional Experience:**

Al Utaif Auto parts, Dammam, Kingdom of Saudi Arabia (2018 - 2021)

- Manage inventory levels by conducting regular stock checks and placing orders to replenish low or out-of-stock items.
- Receive and process incoming shipments, verifying contents against packing slips and purchase orders.
- Organize and maintain the store's stockroom and sales floor, ensuring that all products are properly labeled, priced, and displayed.
- Assist customers with finding and selecting the appropriate parts for their vehicles, providing product recommendations and answering any questions they may have.
- Process customer orders and transactions using the store's point-of-sale system, including handling cash and credit card payments.
- Monitor sales and inventory levels to identify trends and adjust purchasing and stocking strategies accordingly.
- Assisted Storekeepers with inventory management, receiving and processing shipments, and maintaining store organization.
- Provided customer service by answering phone calls, responding to emails, and assisting customers in-store.
- Trained new employees on basic store procedures and policies.

## **Education:**

- Secondary School, National High School, Nizamabad, India (2011).

**Skills:**

- Inventory management
- Shipping and receiving
- Customer service
- Point-of-sale systems
- Cash handling
- Attention to detail
- Organization
- Teamwork

**Languages Known:**

- English
- Arabic
- Hindi
- Urdu
- Telugu