



ML ABDUL RAHMAN

STOREKEEPER/ADMIN ASSISTANT

Doha, Qatar | abdulafir0422@gmail.com | +974 7147 0519

VISA STATUS: VALID QID (TRANSFERABLE)

LANGUAGES

- English (Fluent)
- Tamil (Native)

PROFESSIONAL BACKGROUND

- ACCA (Reading)

ACADEMIC QUALIFICATION

- GCE A/L
- GCE O/L

SKILLS

- MS Word
- MS Excel
- Problem solving
- Time Management
- Active Listening
- Communication
- Self-confidence
- Basic math skills

HOBBIES

- Travelling
- Book Reading
- Art

REFERENCES

References available upon request

I do hereby certify that the above particulars submitted by me are true and accurate to the best of my knowledge.

(Undersigned)



SUMMARY

Flexible and proactive Admin Assistant/Storekeeper with two years' experience in administrative and storekeeping roles. Skilled in providing friendly, informative customer interactions and administration duties, including handling sensitive paperwork and preparing meeting rooms. I'm keen to put my skills in organisation and diplomacy to work in a more senior administrative role.



PROFESSIONAL EXPERIENCE

❖ **STOREKEEPER (JAN 2023 TO MAY 2024)**
AMAZEN ADVERTISING PVT.LTD

- Receiving, inspecting and verifying incoming goods against invoices or other documents.
- Recording shortages and rejecting damaged goods.
- Organizing and maintaining inventory and storage area.
- Ensuring the neatness and safety of the premises.

❖ **TECHNICIAN SUPERVISOR (AUG 2021 TO DEC 2022)**
CHANGHAI TRADING & CONTRACTING

- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.
- Organize workflow and ensure that employees understand their duties or delegated tasks.
- Monitor employee productivity and provide constructive feedback.
- Receive complaints and resolve problems.
- Maintain timekeeping and personnel records.
- Pass on information from upper management to employees and vice versa.
- Prepare and submit performance reports.

