



Cover Letter

Nabin Kumar Rai Doha, Qatar+974-71705804 nabinsinma@gmail.com
QID: 28152425217, Expire date: 2026-02-07

Subject: Application for Data Entry Clerk / Storekeeper Position

Dear Hiring Manager,

I am writing to express my interest in the Data Entry Clerk or Storekeeper position at your esteemed organization. With over 15 years of experience in data entry, storekeeping, and administrative roles across multiple industries, I have developed strong organizational and technical skills that make me a valuable asset to any team.

My experience includes working with Oracle Systems, Venix ERP, and AI Attiya software, ensuring efficient data entry and accurate record-keeping. Additionally, I possess excellent store and warehouse management skills, including inventory control, material handling, and purchase order documentation. My ability to multitask, work under pressure, and meet tight deadlines makes me a reliable professional.

I am confident that my expertise, combined with my strong interpersonal skills and commitment to excellence, will allow me to contribute effectively to your organization. I am eager to bring my dedication and skills to your team and would welcome the opportunity to discuss how I can be of value.

Thank you for your time and consideration. I look forward to the possibility of an interview at your convenience.

Best regards,Nabin Kumar Rai

Curriculum Vitae

Personal Information

Full Name: Nabin Kumar Rai

Date of Birth: 2nd May 1981

Age: 43

Nationality: Nepali

Gender: Male

Marital Status: Married

Children: One son and one daughter

Languages: Nepali, Hindi, and English (Verbal & Written)

Computer Skills: MS Word, Excel, Outlook, Oracle AI Attiya, Venix ERP

Contact Information

Permanent Address: Itahari-10, Nepal

Current Address: Doha, Qatar

QID No: 28152425217

QID Exp. Date: 2026-02-07

Phone: +974-71705804

Email: nabinsinma@gmail.com

Preferred Position: Data Entry Clerk / Storekeeper

Education & Qualifications

School Leaving Certificate (SLC) – Nepal

Intermediate of Arts – Nepal

Strengths & Skills

Strong presentation and communication skills

Excellent interpersonal and teamwork abilities

Ability to work efficiently under tight schedules

Proficient in maintaining accurate records and handling confidential documents

Career Objective

To work in a progressive and forward-thinking organization that offers an opportunity to utilize my skills and experience effectively. My goal is to contribute to the success of the company by ensuring accuracy in data management and efficient storekeeping operations.

Employment History

Al Shirawi Equipment Co. LLC (Oct 2006 – Nov 2008)

Position: Store Assistant

Responsibilities:

Received materials from suppliers and issued them to the production department as per requirements.

Conducted stock checks and reported to the in-charge.

Maintained organized store arrangements and recorded all inventory movements.

Gulf Engineering Transportation & Contracting WLL (Aug 2009 – Jul 2016)

Position: Data Entry Clerk

Responsibilities:

Maintained all document records in the Oracle system.

Encoded material purchase invoices in the system.

Processed material expense entries and job cards for maintenance equipment.

Generated purchase orders (PO) for required spare parts.

Sent emails and managed digital records for department operations.

Created invoices for hiring equipment services.

Fast Lab Quick Service (Jun 2018 – Feb 2020)

Position: Cashier

Responsibilities:

Issued invoices and handled cash transactions.

Ensured accurate financial record-keeping and reporting.

Al Wasit Cabins (Feb 2020 – June 2023)

Position: Storekeeper

Responsibilities:

Managed store and warehouse operations efficiently.

Created Goods Received Notes (GRN) and distributed purchase documentation.

Tracked and reported discrepancies in deliveries and managed returns.

Maintained proper documentation of confidential files and records.

Handled storage and transportation of hazardous materials.

Ensured the warehouse and records area were maintained in a neat and organized manner.

Declaration: I hereby declare that the above information is true and correct to the best of my knowledge.

Nabin Kumar Rai