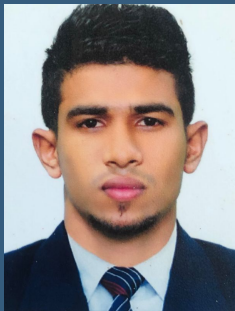


MOHAMED SUBAIR HIJAS
AHAMED



Ahamedhijas317@gmail.com
 +974 77369528 Doha,qatar
 13/08/1997 SriLankan
 Male Single

Profile

I Guy | Self-motivated & creative team player with a conscientious sense of responsibility | Systematic & wellorganized, Adoptive to Any Organization. | Ability and Good Sense of Dealing discerningly with people of diverse ethnic & cultural backgrounds

Skills

- MS Office

MS Word, Excel, Powerpoint, Outlook
- Communication Skill
- Problem Solving
- Analytical Skill
- Time Management
- Team leading
- Quick Learnings
- Flexibility

Languages

- English
- Tamil
- Arabic
- Hindi
- Malayalam

Professional Experience

- Store Keeper, ZARA (Azadea Group)

01/2024 – present | Doha, Qatar

- Efficiently manage inventory levels, ensuring optimal stock availability and accuracy through regular audits and updates.
 - Liaise with suppliers to place orders, negotiate terms, and resolve any discrepancies or issues with shipments.
 - Monitor stock movements and conduct periodic stocktakes to maintain accurate records and prevent stock loss or overstock situations.
 - Inspect incoming goods for quality and accuracy, ensuring they meet company standards and specifications before stocking.
 - Maintain detailed records of inventory transactions and generate comprehensive reports to support management decision-making.
 - Oversee the organization and layout of the warehouse, ensuring efficient storage solutions and easy access to products.
 - Adhere to health and safety regulations and company policies to ensure a safe working environment and compliance with legal requirements.
 - Address customer inquiries and concerns related to inventory availability and delivery schedules, providing excellent service.
 - Lead and train storekeeping staff, delegating tasks effectively and ensuring high standards of performance and productivity.
 - Continuously evaluate and implement improvements in inventory management processes to enhance efficiency and reduce costs.

- Call Center, Vnlin Logistics (Al Tarqyh Trading and Service)

01/2022 – 12/2023 | Wukair(birkath alawmer), Qatar

- Answering inbound calls
- Handling customer complaints
- Processing orders and payments
- Following up on customer calls
- Making outbound calls
- Upselling and cross-selling
- Managing and updating customer database

- Receptionist, co-op Hospital

06/2020 – 12/2021 | Eravur, Sri Lanka

- Greeting Customer
- Responding Customer questions
- Customer Support
- Making doctor appointments for patients
- Attending income calls
- Update and keep customer details

- Store Keeper, Nazeeha Construction Company

01/2019 – 06/2020 | Eravur, SriLanka

- Keep Clean the store
- Maintain the stock level
- Issuing wanted items
- Recieve items

Education

- Successfully Completed GCE A/L, BT/Alighar Central College

Eravur, SriLanka
- Successfully Completed Diploma in IT, ESOF Metro Campus

Batticaloa, SriLanka
- Successfully Completed Diploma in English, ESOF Metro Campus

Batticaloa, SriLanka

Declaration

I hereby declare that the above furnished details are true of my knowledge