



MOHAMMADU WASEEM MOHAMMADU NIYAS

CONTACT

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- Doha, Qatar

EDUCATION

- Moulavi Al-Alim Certificate
- Ibnu Masoud Arabic College - Sri Lanka
- Completed: September 2019

KEY SKILLS

- Inventory Management
- Order Preparation
- Invoicing
- Excel
- QuickBooks
- POS Customer Service
- Communication
- Store Organization
- Store Reporting
- Time Management
- Problem Solving
- Teamwork & Communication

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Store Keeper with over 3 years of experience in inventory control, and customer service. Proficient in maintaining accurate organizing stock, and creating invoices. Skilled in using Excel, QuickBooks, communicator with a focus on efficiency, accuracy, and store organization.

WORK EXPERIENCE

Store keeper Storekeeper 2023 to 2025

- Maintained and updated inventory records with high accuracy
- Prepared daily and weekly stock orders
- Organized and labeled store items systematically
- Created invoices and verified product quantities
- Reported low-stock items and stock updates to management
- Answered customer calls and assisted with inquiries

Cashier Cashier 2022 to 2023

- Managed cash and card transactions using POS system
- Provided friendly and efficient customer service
- Assisted with restocking and basic inventory checks

LANGUAGES

- Arabic
- Tamil
- English
- Malayalam