



MOHAMMADU WASEEM MOHAMMADU NIYAS

CONTACT

- +974 7042 3816
- mw928057@gmail.com
- 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 Shine Technology, Qatar 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 Balanti shawarma Restaurant ,Qatar 2022 to 2023

- Operated POS system efficiently to process customer transactions.
- Managed cash, credit, and mobile payments with accuracy and attention to detail.
- Handled customer inquiries, returns, and complaints professionally.
- Balanced cash drawers and prepared daily financial reports.
- Maintained cleanliness and organization at the checkout area.
- Assisted in stocking shelves and price labeling when needed.

Representative Shine Technology, Qatar 2024 - 2025

- Handle tasks related to the Qatar Chamber, Baladiya (Municipality), Customs, and Traffic Department.
- Assist with medical tests and fingerprint appointments.
- Submit applications for labor quota and employee sponsorship transfers (NOC processes).

LANGUAGES

- Arabic
- Tamil
- English
- Malayalam