

Adams, Abdulmumuni Olayinka  
Doha, Qatar  
09-08-2025

Oriental Trading Co.WLL  
Doha Qatar

Dear Sir,

I am writing to express my interest in the hardware worker position at Oriental Trading Co.WLL, as advertised on Oriental Trading web site. With 2+ years of experience in the field of hardware maintenance and repair, I am confident that I possess the skills and knowledge required to excel in this role.

In my previous position as a hardware worker at Jaza Trading, I was responsible for diagnosing and repairing hardware issues, installing and upgrading hardware components, and providing technical support to customers. Through this experience, I have developed a strong understanding of different hardware systems and their functionalities, as well as the ability to troubleshoot and solve problems efficiently.

Furthermore, I am highly skilled in using a variety of tools and equipment, such as soldering irons, power tools, and testing devices, to complete hardware maintenance tasks. I am also proficient in reading and interpreting technical manuals and diagrams, which has enabled me to perform complex hardware repairs and installations.

In addition to my technical skills, I possess excellent communication and customer service skills. Throughout my career, I have been praised for my ability to explain technical concepts to non-technical individuals in a clear and concise manner. I am also known for my friendly and approachable demeanor, which has helped me to establish strong relationships with customers and colleagues alike.

I am excited about the opportunity to bring my skills and experience to Oriental Trading Co.WLL and contribute to its continued success. I am confident that I can make a valuable contribution to your team and I am eager to learn and grow within the company.

Thank you for considering my application. I have attached my resume for your review and I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
Adams Abdulmumuni Olayinka

# Adams Abdulmumuni Olayinka

Doha Qatar

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## Objective:

A highly motivated and experienced hardware store man with excellent knowledge of hardware products and strong customer service skills. Seeking a challenging role in a reputable hardware store where I can utilize my skills and experience to contribute to the success of the store.

## Summary:

- Over 2 years of experience working as a hardware store man.
- Demonstrated expertise in managing inventory, stocking shelves, and providing exceptional customer service.
- Proficient in using hardware tools and equipment.
- In-depth knowledge of hardware products, materials, and their uses.
- Strong communication, organizational, and problem-solving skills.
- Able to work efficiently in a fast-paced and physically demanding environment.
- Proven ability to handle multiple tasks and prioritize responsibilities.
- Committed to maintaining a clean and safe work environment.
- Experienced in training and supervising new employees.

## Work Experience:

### Hardware Store Man

Arco Trading Construction and Electrical materials, Mauther Doha, Qatar

August 2024 to August 02, 2025

- Assisted customers in finding and selecting the right products for their needs.
- Provided guidance and advice on the proper use and maintenance of hardware products.
- Managed inventory and ensured shelves were well stocked at all times.
- Received and processed shipments, checking for accuracy and quality.
- Operated forklifts and other equipment to move and organize merchandise.
- Processed customer transactions accurately and efficiently.
- Resolved customer complaints and concerns in a professional and timely manner.
- Trained and supervised new employees on store procedures, product knowledge, and customer service.
- Maintained a clean and organized store environment.

## Hardware Store Clerk

Jaza Trading, Mauther Doha, Qatar

2024

- Assisted customers in locating and selecting products.
- Stocked shelves and maintained inventory levels.
- Operates cash registers and processes cash transactions.
- Provided excellent customer service and resolved any issues or concerns.
- Assisted with receiving and organizing merchandise.
- Maintained a clean and organized store environment.

## Education:

### BSC in Business Management

Modibbo Adama University of Technology Yola, Nigeria

October 2021

#### Skills:

- Strong knowledge of hardware products and materials
- Excellent customer service skills
- Proficient in using hardware tools and equipment
- Inventory management
- Organizational skills
- Problem-solving abilities
- Strong communication skills
- Ability to work in a physically demanding environment
- Team player
- Proficient in Microsoft Office and POS systems

#### References:

Available upon request.