



# Mehmoor Hosni Hasan

(Computer Operator/ Driver)

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Jeddah, Saudi Arabia

## Strengths

- ❖ Inventory Management
- ❖ Data Entry and Reporting
- ❖ Order Processing
- ❖ Compliance and Quality Control

## Communication Skills

| Language | Level  |
|----------|--------|
| English  | Expert |
| Arabic   | Expert |

## Professional Summary

Dedicated and hardworking individual with **04** years of experience in warehouse operations and driving. Proven ability to efficiently manage inventory, fulfill orders, and operate vehicles safely. Skilled in specific skills, e.g., forklift operation, loading/unloading, delivery driving. Committed to maintaining a clean and organized warehouse environment.

## Experience History

### Driver at

**Lumi Rental Co.** ( شركة لومي للتأجير )

( January 2024- Present)

#### Responsibilities:

- Provided exceptional customer service by assisting customers with vehicle selection, paperwork, and any questions or concerns.
- Efficiently managed vehicle inventory, ensuring availability and proper rotation.
- Maintained a clean and organized rental facility.
- Handled rental agreements, payment processing, and insurance documentation.
- Collaborated with team members to ensure smooth operations and customer satisfaction.

### Warehouse Record Keeper at

**حسن علام للطرق والكباري**

(March 2020 - Oct 2023)

- Accurately tracked and maintained inventory records using [inventory management software, e.g., SAP, Oracle, or Excel].
- Conducted regular physical inventory counts to reconcile system records and identify discrepancies.
- Implemented inventory control strategies to optimize stock levels and minimize losses.
- Processed incoming and outgoing orders, verifying quantities and ensuring timely fulfillment.
- Prepared shipping documents, packing slips, and invoices.
- Coordinated with shipping and receiving departments to facilitate smooth operations.

## Education

**Diploma In Commerce**

[2014-2017]

مدرسة التجارة , ابو حماد

## Reference:

Will be furnished on Demand.