



Mehmood Hosni Hasan

(Computer Operator/ Driver)

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Jedda, Saudia 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.