

AbdulRahman Husain



Contact

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Languages

- Fluent in Arabic (written and spoken)
- Fluent in English (written and spoken)
- Urdu (speak only)

Personal information

Nationality Bahrain

Driving License Yes

Age 23

Objective

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills and abilities in the field of logistics.

Skill Highlights

- Intermediate knowledge of MS Word 2003/2007, MS Excel, Tally 9 ERP, operating systems (Windows and Linux)
- Team worker
- Intermediate knowledge of PC hardware fixing and software troubleshooting
- Advanced typing skills
- Customer Service
- Willingness to learn
- Documents management
- Operations management

Education

- Sep 2014 – Jun 2016 HSSC (secondary certificate) Pakistan School Bahrain
- Bachelor's in International Logistics Management from Bahrain Polytechnic (Sep 2016 - Jul 2020)

Certifications

- CILT international diploma in logistics and transport
- CISCO introduction to cybersecurity certificate

Work Experience

Nov 2020 – Present Storekeeper Assistant at Metals

International

- Aid the store manager in his day-to-day tasks
- Verify received materials against purchase orders or packing lists, count and inspect materials for damage or defects
- Receive, store and issue materials as per customer's purchase order
- Assist the store staffs in managing inventory
- Update stock in system as per materials availability in store
- Maintain the store area
- Cartwheel and haul customers' purchase up to the exit point

- Receive inquiries, submit quotations as per stock availability and follow up with customers
- Follow up with customers for new potential requirements and orders
- Source materials from other suppliers locally and internationally as per customer's requirement
- Manage and file the MTCs received for the materials in store
- Manage Ariba portal, ASRY, GARMCO and other vendor portals