

CURRICULUM VITAE (CV)

NAGOOR HAMEED – Business Administration (BBA)
| STORE SUPERVISOR | ACCOUNTANT | ADMIN SUPPORT |

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Riyadh, Saudi Arabia.

Professional Summary

As a BBA graduate having around **8+ years** of experience in Store management, Accounts department and in Admin Support. I have developed Sound Knowledge in materials and accounting software's. Throughout my career path, I have Variety of Work Experience and its summary as follows:

Work Experiences

Current Employer: Technical Development Company for Contracting (TDC)
in KSA from (June-2021 to present) 2+years

Designation: Store Supervisor

Projects Involved

1. MISK Schools Project - Riyadh
2. Metro Link Project (T1&T2)
3. Empty Quarter Project-Phase 1 & Housing
4. Al Qassim Airport Project
5. Al Batha Land Port Project
6. Khafji Customs office Project

Roles & Responsibilities Undertaken as a Store Supervisor:

- Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary
- Assist in receiving all merchandise from suppliers.
- Check all materials for discrepancies and damages.
- Sort merchandise according to pricing and location at store.
- Store materials in proper location to avoid any damages from sunlight & rains etc.
- Maintain stock levels by checking stock on hand against material delivery.
- Inventory items according to location and store policy.
- Assign work orders to staff; record work performed and materials used
- Keep store clean, organized, and stocked with merchandise according to merchandising requirements and business operating plan.
- Asset materials segregation and maintenance.
- Preparing GRN for the delivered materials at site.
- Stock Management of all materials and maintain the material issuance slip.
- To make custody for the materials handover to the workers.

Previous Employer: Anwar Al Qasser from (Jan-2016 to May-2021) 5+years

Designation: Accountant & Admin Support.

Roles & Responsibilities:

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Payroll preparations.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Audit financial transactions and documents.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Supplier invoice payment.

- Update internal databases with new hire information.
- Create and distribute guidelines and FAQ documents about company policies.
- Gather payroll data like bank accounts and working days.
- Accommodation management for employees.
- Schedule job interviews and contact candidates as needed.
- Prepare reports and presentations on HR-related metrics like total number of hires by department.

Areas of Expertise

- Material Management
- Stock control
- Payroll management
- Admin Support

Technical Competencies

- Microsoft Office Tools
- SAMACC
- Oracle

Education Qualification

- Bachelor's Degree in Business Administration (BBA), India (Apr- 2013)

Personal Information

- Date of Birth : 10-March-1993
- Nationality : Indian
- Marital Status : Married
- Languages Known : Tamil / English / Hindi / Arabic / Malayalam
- Iqama Details : Transferable Iqama with validity