

CORE CAPABILITIES

- Office, operations and systems support
- Procurement and vendor coordination
- Accurate digital records and reporting
- Inventory, stock and asset control
- Document control and compliance support
- Accounts and transaction record support
- Logistics and order coordination
- Team, vendor and stakeholder coordination

SYSTEMS & TOOLS

Microsoft Office | Inventory and asset systems | Digital records & reporting | Odoo ERP | IT support | Web design and development

LANGUAGES

English

Urdu / Hindi

Arabic

Punjabi

Fluent

Native

Good

Fluent

WORK ELIGIBILITY

- Currently in Riyadh (Willing to relocate)
- Valid, transferable Iqama
- Valid KSA driving licence

01 PROFESSIONAL PROFILE

Riyadh-based operations and administration professional with 13+ years of experience across Saudi Arabia, Australia and Pakistan. Background spans procurement and vendor coordination, inventory and warehouse control, accounts support, document management, logistics coordination and practical IT systems support. Experienced in maintaining accurate records, coordinating teams and suppliers, resolving day-to-day operational issues and supporting efficient, compliant business operations.

02 RELEVANT EXPERIENCE

Store / Warehouse Coordinator

AUG 2025 – SEP 2026

Al Yusr Establishment - Jeddah

- Manage daily store operations for spare parts while supporting internal fleet teams, sales requests and external walk-in customers with clear, responsive service.
- Maintain accurate SKUs, Stock availability, item-issue records and digital transaction logs using internal systems and office software.
- Coordinate with logistics and transport teams, prioritise requests and prepare orders accurately for timely fulfilment.
- Operate internal inventory and office software systems, keeping digital records accurate and easy to retrieve for fleet and sales teams.

Office Administrator

SEP 2017 - MAR 2025

Cognizant Innovations Pty Ltd - Islamabad

- Coordinated office administration, equipment and asset records, procurement requests and vendor follow-up to support smooth daily operations and project requirements.
- Maintained digital inventory and asset records and carried out regular cycle counts and reconciliations to improve stock accuracy and equipment availability.
- Provided practical IT and systems support for office users, equipment, inventory systems and network-related issues, while coordinating equipment readiness for client projects and field teams.
- Prepared inventory, asset-utilisation and operational reports, reconciliations and supporting documentation for management review and planning.
- Raised and tracked purchase requests, obtained vendor follow-up and monitored orders and deliveries to keep required equipment and supplies available.
- Checked received items against purchase requests and stock records, followed up discrepancies and kept supporting records complete and organised.

CORE ROLE ALIGNMENT

Operations | Administration | Procurement | Inventory | IT support

EDUCATION

Diploma of Leadership & Business Management

BSB51915 - Cambridge International College, Melbourne

Bachelor of Commerce

Punjab University

Intermediate in Commerce

HSSC

CERTIFICATES

- Work Safely in the Construction Industry - White Card, Australia
- Microsoft Office
- Web Designing & Development
- Graphic Designing

PROFESSIONAL STRENGTHS

- Calm and service-focused communication
- Strong attention to detail
- Reliable follow-up and task ownership
- Adaptability across multicultural workplaces
- Positive, organised and improvement-minded

03 ADDITIONAL EXPERIENCE

Warehouse & Dispatch Supervisor

JUN 2014 - AUG 2017

Mr. Donut - Melbourne, Australia

- Supervised packing, dispatch and warehouse teams in a high-volume environment, assigning priorities and monitoring daily completion.
- Planned outbound logistics and coordinated carriers while maintaining accurate inventory through daily counts and weekly reconciliations.
- Applied FIFO / FEFO, safety and hygiene procedures to protect quality, reduce waste and maintain compliance.

Customer Representative

MAR 2014 - JUN 2014

United Petroleum - Melbourne, Australia

- Delivered frontline customer service, answered enquiries and resolved issues promptly in a busy retail environment.
- Handled cash, tills and daily reports accurately; completed opening and closing procedures with strong security awareness.
- Maintained stock and forecourt records through daily readings, reconciliations and careful transaction tracking.

Assistant Accounts Manager

MAR 2013 - FEB 2014

Travel Enterprises - Islamabad, Pakistan

- Managed accounts, invoices and payment records, maintaining organised documentation for audits and compliance.
- Led a team of five, set daily priorities and followed up on client-service and sales objectives.
- Resolved client account issues by investigating discrepancies, communicating clearly and coordinating corrective action.

04 TRANSFERABLE VALUE

Combines operations, administration, procurement, inventory control, accounts support and practical IT systems experience. Brings strong record keeping, vendor and team coordination, reporting and follow-up skills, with the flexibility to support office, logistics, warehouse and system-based operations.

AVAILABLE IN RIYADH

Transferable Iqama | KSA driving licence | Multilingual | Immediate local accessibility