

# Hassam Ahmad

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## Objective

To work in a stimulating and challenging milieu that would facilitate the maximum utilization and application of my board skill and expertise in making positive differences to the organization.

## Strengths

- Possess good relationship building and interpersonal skills
- Excellent communication skill
- Commitment to wards work
- Sincerity and self-confidence
- Quick adaptability to challenging situations

## Education

- |                    |                             |
|--------------------|-----------------------------|
| • Graduation (B.A) | VBSP University -Jaunpur-UP |
| • Intermediat      | UP Board Allahabad          |
| • Matriculation    | UP Board Allahabad          |

## Proficiency in Computer

- MS Document, Window 98, 2000 & XP
- MS office 2000 & X
- Internet
- Basic knowledge of computer

## Work experience

Al Awtan Electrical Contraction Company KSA August-2022 — April- 2024  
STORE SUPERVISOR

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients and de-escalating the situation.

Saudi Electricity Company KSA      02-August-2016 — 05-October-2018  
STORE SUPERVISOR

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Saudi EJAB Company KSA  
STORE KEEPER

14-February-2012 — 22-March-2014

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

## Personal Information

- Name: Hassam Ahmed
- Father Name: Reyaz Ahmed
- Religion: Islam
- Nationality: Indian
- Date Of Birth: 02-November-1987
- Marital Status: Married
- Passport No: V-0223132
- Place of Issue: Lucknow

## References

- References available upon request.