

## Cover Letter

To,

Kind Attention: HR Manager

**Subject:-** Apply for the position of Assistant Store Manager.

-I am professionally qualified in **Accounting & Finance** with **09 +** years of UAE experience in various industries such as Construction, Insurance & Food Manufacturing Companies.

- I am working in Dubai at **BEST FOOD MANUFACTURING COMPANY ( Al Hathboor Group )** as a **Senior Computer Operator ( Oracle E Business Suit User)**

-With Academic Units earned in **M.COM** (Accounting & Finance) from Abdul Wali Khan University KPK - Pakistan.

-I am proficient in a computer using environment.

-My enclosed resume shall highlight my credentials, I served in a highly responsible position as **administrative assistant, assistant store manager and computer operator.**

-Working Knowledge with **Oracle EBS ERP, Sales Force, Peachtree, MS Office Suit.**

Best Regards

Muhammad Naeem Ullah.

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Cell # +971-55-7515493



## Muhammad Naeem Ullah

**Admin/ Assist. Store Manager / Computer Operator**

**Visa Status:** Employment Visa (Transferable) Expiry :- **April-2026**

### PERSONAL DETAILS

Muhammad Naeem Ullah  
Hor Al Anz, Dubai, UAE  
DOB: 02-Feb-1989.  
Passport Expiry: **14-Jan-2034**  
Religion: Islam  
Marital status: Married  
Nationality: Pakistani  
Availability: Immediately



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Muhammad Naeem Ullah

### COMPUTER SKILLS

Oracle EBS ERP  
Sales Force  
Peachtree  
M S Office Suite

### LANGUAGES

English  
Urdu  
Pashto

### AREAS OF EXPERTISE

Administration  
Store Management  
Inventory Control  
Management

### SKILLS & COMPETENCIES

Ability to manage team  
Excellent Communication  
Interpersonal Skills  
Decision Making  
Willingness to learn  
ability to work independently  
Time management  
Attention to detail  
Team Work.

### PERSONAL SUMMARY

09+ Years of UAE experienced Admin, Assistant Store Manager & Computer Operator and professional with excellent communication skills and able to build strong relationships both within and outside of a concern department. Possessing strong reporting & communication skills long with computer applications like **Oracle E-Business Suite, Sales Force, Peachtree, and M S Office Suite** would help me to effectively performing my duties.

Now looking for a **Position as given above**, one which will make best use of my existing skills and experience contribute to the company's growth, in turn ensuring personal growth.

### ACADEMIC QUALIFICATIONS

**Master's degree – M.COM (Accounting & Finance)**  
Abdul Wali Khan University KPK, Pakistan (2010- 2012)

**Bachelor's degree - B.com (Accounting & Finance)**  
University of Peshawar, Pakistan (2007 - 2010)



### WORK EXPERIENCE

**Best Food Manufacturing Co (Al Hathboor Group): Dubai**  
Senior Computer Operator (Mar 2022 - Present)



**Tornado Group of Companies :Abu Dubai - UAE**  
Assist. Store Manager (Jan 2019 - Feb 2022)



**Takaful Emarat Insurance Company: Dubai, UAE**  
Administrative Assistant (Oct 2017 - Dec 2018)



**Heights Contracting LLC & SKM Cargo Transport LLC**  
Administrative Assistant (July 2015 -Sep 2017)



**Duties: Best Food Co-Dubia- Computer Operator**

### Reporting to Factory Division Manager & Account Manager.

- Receiving new demand order (PDO) in system, approve & send to PRD Dept.
- Preparing daily a production report (PRD Slip).
- Making sales Transfer Notes (STN)
- Making Conching paper (Move Transaction Report)
- Preparing the materials shortage & pending order reports.
- Preparing Inter Organization Transfer Note / Make conversion.
- Cancel the job at the end of the month for non-produced items.
- Coordination with the purchase & store department for delivery of goods.
- Making Trails Formulation and creating the real code.
- Formulation Updating as wastages, pricing, code addition & deletion,
- Creating new codes for Raw materials, Packing materials,
- Making local GRN & do invoicing for the same.
- Updating the monthly timesheets of all employees and sending them to HR.
- Handling all staff requirement e.g.medical, visa renewal, passport,uniform.

*Duties: Tornado Group of Companies- Abu Dhabi – Assistant Store Manager.*

**Reporting to Store Manager.**

- Responsible for all stock activities including receiving deliveries, coordinating stock, documenting transactions, and maintaining records.
- Controlling all the storage activities with an accurate monitoring (material in/out)
- Monitoring the Quantities of available stock
- Report on a weekly basis on the exact quantity available in the store.
- Maintaining stock levels by receiving items well in time.
- Checking physical stock to ensure agreement with record.
- Inform immediately when materials requested are no longer available.
- Maintain receipts, records, and withdrawals of the store.
- Follow up with the supplier for the delivery.
- Compile the records of the supplies.
- Making MTO (Material transfer order).
- Disseminate the supply in its designated areas.
- Securing the status of each supply.
- Checking possible damages or scratches
- Receives and inspects all incoming materials and purchase orders, process and distribute documentation with purchase orders.

*Duties: Heights Contracting LLC & Takaful Emarat Insurance Company– Admin. Assist.*

**Reporting to Admin Manager.**

- Responsible for providing an efficient and professional administrative & clerical service to colleagues managers & supervisors to facilitate the efficient operation of the office.
- Contributes to team effort by accomplishing related results as needed using.
- Follow up with clients to arrange the full documents, enter in system to start the process of health card.
- Inform the clients to provide the missing documents on time, if required.
- Making changes / updated in the health card, e.g., addition & deletion.
- Inform the clients by email or call to collect the cards, once they are ready.
- Inform the clients to renew the policy before the expiry, continuously follow up with the concern person, until to renew the policy,
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Forwarding the invoices to the Client's accounts department.
- Verifies accuracy of data and data processing of accounting related information.
- Also ensure that all supporting documents are in place and as per company policy.
- Ensuring office procedures and systems operate efficiently.
- Circulating documents via post and email.
- Scanning and copying contracts, notes, and other documents.
- Opening, dating, copying, and circulating incoming post.

**REFERENCES**–Available on request.

I hereby declare that the above furnished information is true to the best of my knowledge and belief.  
(S/d)

