# **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.

Email- mnu6661@gmail.com

Cell # +971-55-7515493



#### 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



+971 55-7515493



mnu6661@gmail.com



Muhammad Naeem Ullah

#### **COMPUTERSKILLS**

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.

# **Muhammad Naeem Ullah**

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

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

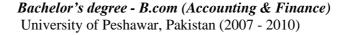
#### PERSONAL SUMMARY

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)







#### WORKEXPERIENCE

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)



ORNADO GROUP



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, untito 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)







