

# ANVAR SALAM NAJUMA

WAREHOUSE MANAGER/STOREKEEPER



## CONTACTS

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## ABOUT ME

As the warehouse manager at Hamed Al Qahtani Universal Markets Company, I oversee daily warehouse operations to ensure efficient and safe storage and distribution of goods. My responsibilities include managing inventory levels, coordinating with suppliers and customers, and supervising warehouse staff.

## DRIVING LICENSE

**Driving license category**  
UAE Category 3 Driving licence (11/2016 - 10/2026)

## LANGUAGES

English

Hindi

Malayalam

Arabic

## LINKS

LinkedIn:  
[linkedin.com/in/anvar-salam-najuma-in-ba105a116](https://www.linkedin.com/in/anvar-salam-najuma-in-ba105a116)

Virtual Business Card:  
<https://haqum.com/VCard/VCard?vcid=3731401F56943...>

## WORK EXPERIENCE

**Warehouse Manager, Hamed Al Qahtani Universal Markets Company, Dammam**  
Jan 2022 - Present

- Oversaw records covering purchasing transactions, distribution flow and stock storage.
- Directed daily operations to achieve maximum output and reduce costs.
- Tracked storage levels and controlled stock to meet supplier requirements and fulfil contract terms.
- Managed purchasing records to optimize supply chain efficiency.
- Monitored stock levels to ensure compliance with supplier agreements.
- Achieved contract fulfillment through precise inventory control.

**Sales Executive, JIO DIGITAL LIFE, Trivandrum, India**  
Apr 2019 - Present

- Fostered and maintained strong client relationships throughout the entire sales cycle, ensuring customer satisfaction and loyalty.
- Generated referrals by building long-term partnerships with clients.
- Consistently achieved and surpassed sales targets, driving client growth across all products and services.

**Sales Executive, DEAL WELL LTD, AlAin, UAE**  
Apr 2017 - Present

- Researched assigned area, identified contacts and developed new business opportunities.
- Proactively approached prospect customers with listed products.
- Established excellent rapport with customers.
- Merchandised the products and supported the grocery to catch the attraction of buyers.
- Physically capable of loading and unloading stocks.
- Accountable for stocks in venturing the availability of the product at all retail points.
- Made daily sales and activity reports.

**Documents Controller, Al Mothahid, Sanaya, Al Ain, UAE**  
Jan 2016 - Present

- Helped to assimilate key documents for company-wide projects.
- Bolstered data security to protect integrity of files.
- Coordinated Electronic Document Management System (EDMS) with strong technical knowledge.

## HOBBIES

Sketching,Reading,Board games,Photography,Drawing

## EDUCATION

**High School Diploma, Santhigiri College, Trivandrum**  
2012  
Computer Science

## SKILLS

- Sales and Marketing
  - IT Service Management
  - Manual testing
- Sales Operations
  - QA testing methodologies