



# Rujhan Ahamed

## PERSONAL INFORMATION

**Full Name:** Mohammedu Ameen  
Rujhan Ahamed

**Name with Initial:** MA. Rujah Ahamed

**Date of Birth:** 04<sup>th</sup> October 1999

**Gender:** Male

**Marital Status:** Single

**Nationality:** Sri Lankan

**NIC No:** 992785993V

**Passport No:** N7917385

## CONTACT DETAILS



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Sri Lanka.



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## SKILLS

### Language

English	Excellent
Tamil	Native
Hindi	Manageable
Malayalam	Manageable

## PROFILE

To obtain a Professional position within a growth oriented, progressive company. My objective is to contribute to the company's success by producing the most accurate and feasible illustrations for the projects assigned to me. I am confident that I can measure up to the expectations of the company.

## EDUCATION

- Successfully Passed **G.C.E O/L Examination.**
- Successfully Passed **G.C.E A/L Examination**

## PROFESSIONAL

- Successfully Completed **Higher Education Diploma in Travel Tourism & Hospitality Management** at **E-SOFT Metro Campus** in **Batticaloa Sri Lanka.**
- Successfully Completed **National Certificate in Computer System (NVQ Level - 02)** at **E- Care Computer Studies** in **Kattankudy, Sri Lanka.**

## EXPERIENCES

- ✚ **Namariq Arabian services co. - Jeddah, Saudi Arabia**

**Time period:** July 2021 – July 2023

**Position held:** Store Keeper

### Responsibilities

- **Implementing goods receipt /issue procedures.**
  - ✓ Receive detailed and accurate information when goods arrive at the warehouse, then carefully check and record the quantity and condition of goods when moving out of the warehouse.
  - ✓ Check goods receipt/issue requisition documents under regulations to ensure quality goods and deliver to the right object to avoid confusion.
  - ✓ Ensure that the goods receipt and issue process does not damage the goods.
  - ✓ Record specifically the goods received note and goods delivery note to list the quantity of the goods.
  - ✓ Receive delivery documents, make goods issue requests, save information on the goods management system and transfer it to the purchasing or accounting department under regulations to serve the next control stage.

## Computer

### Operating Systems

MS Windows	Advanced
Mac OS	Workable

### Office Packages

MS Office	Advanced
Open Office	Workable
Micro Soft AX	Workable
MS NAV	Workable

## Others

Communication	High
Presentation	Attractive
Leadership	Effective
Teamwork	Efficient
Organization	Effective
Time Management	Efficient
Innovative	Newest

## Hobbies

Travelling
Reading News papers
Club House
Gardening
Cooking

- ✓ Responsible for arranging neat and clean locations and premises to receive goods in a convenient, fast, and time-saving way when there is information on goods receipt.
- ✓ Rack the number of goods receipt/issue each day and compare with the minimum norm to maintain warehouse efficiency.

### • **Tracking inventory**

- ✓ Keep track of minimum inventory and stock counts for the day.
- ✓ Ensure that the goods always have a reasonable minimum inventory level in case the partner unexpectedly requests a large quantity of goods or there is damaged goods during transportation.
- ✓ Propose to the Director to change the minimum norm of the warehouse to provide a timely solution when there is a sudden change in the quantity or quality of goods.

### • **Putting goods in the warehouse**

- ✓ Make a purchase requisition form according to plan.
- ✓ Make goods purchasing and issue procedures.
- ✓ Follow up the goods receipt process, speed up purchasing, buy raw materials to ensure warehouse performance, and provide essential materials for the production process.

### ✚ **M.S Distributer – Kattankudy, Sri Lanka.**

**Time period: May 2018 – June 2021**

**Position held: Store Keeper**

### **Responsibilities**

### • **Implementing goods receipt /issue procedures.**

- ✓ Prepare and complete orders for delivery or pickup according to schedule.
- ✓ Receive and process warehouse stock products (pick, unload, label, store).
- ✓ Perform inventory controls and keep quality standards high for audits.
- ✓ Keep a clean and safe working environment and optimize space utilization.
- ✓ Report any discrepancies.
- ✓ Communicate and cooperate with supervisors.
- ✓ Follow quality service standards and comply with procedures, rules and regulations.
- ✓ Receiving the stock orders from the main warehouse and making sure that the quantity is accurate.
- ✓ Arrange all spare parts inside the warehouse by the model's codes.

### ✚ **Lazada – Kattankudy, Sri Lanka..**

**Time period: May 2017 – May 2018**

**Position held: Assistant Store Keeper & Packing Helper (Working Part Time)**

### **Responsibilities**

- ✓ Managed recruit onboarding, completing tasks such as training.
- ✓ Examining and disposing defective items.
- ✓ Using and storing various packing materials such as glue, padding, and hand tools properly.
- ✓ Maintaining and updating a detailed record of all shipments.
- ✓ Check all merchandise for discrepancies and damages.
- ✓ Sort merchandise according to pricing and location at store.