



## Haroon Rasheed

**Passport:** DF9844553


**Work permit:** Saudi Arabian


**Date of birth:** 01/12/1986

**Place of birth:** Rawalpindi, Pakistan

**Nationality:** Pakistani

## CONTACT

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## ABOUT ME

Dedicated and detail-oriented Warehouse Supervisor with hands-on experience in managing bitumen, diesel, and oil inventory, invoice handling, and accurate data entry. Committed to efficient material control, timely reporting, and supporting field operations through reliable logistics and supply tracking.

## WORK EXPERIENCE

**11/10/2019 – CURRENT** Riyadh, Saudi Arabia

### Warehouse Supervisor Al Enjaz Trading and Contracting Company

- Received, verified, and recorded **bitumen invoices** including RC-2, MC-1, and SBS types.
- Managed **bitumen mixer receipts and disbursements**, maintaining accurate logs and reports.
- Handled **closing of bitumen carrier invoices** upon delivery confirmation and verification.
- Monitored and recorded **diesel receipts and daily disbursements** to equipment and field vehicles.
- Tracked **oil usage** for vehicle maintenance; ensured supply was available and properly recorded.
- Entered all transactions into data systems or spreadsheets, ensuring up-to-date and accurate inventory control.
- Collaborated with procurement, maintenance, and project teams to streamline material flow.
- Maintained documentation for audits and internal reporting purposes
- Performed **data entry and inventory management** using **Odoo ERP software**, maintaining real-time stock levels and transaction records.

**Business or Sector** Construction | **Website** <https://www.enjaz-co.com/>

## SKILLS

Microsoft Office | • Data Entry Documentation | Basic computer hardware, Basic computer software, Basic computer networking | Inventory Control & Materials Handling | Diesel & Oil Monitoring | Invoice Verification & Closure | Data-Entry | Team Coordination & Communication | Safety & Compliance Awareness | Organizational and planning skills | Data Entry Using Odoo ERP Software

## PROJECTS

**01/01/2020 – CURRENT**

### Al-Hofuf, Jeddah, NEOM, Riyadh, Madina, and Dammam

Worked across multiple high-profile projects including **Hofuf, Jeddah, NEOM, Riyadh, Madina, and Dammam**, handling warehouse operations and materials logistics

**Link** <https://www.youtube.com/@EnjazCoProjects>

## EDUCATION AND TRAINING

**01/01/2020 – 01/01/2022** Islamabad, Pakistan

### Master In Computer Science Gomal University

**Website** <http://gu.edu.pk/> | **Level in EQF** EQF level 7

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Urdu/Hindi

**OTHER LANGUAGE(S):** English | Arabic