

Curriculum Vitae

Personal Information:

Name: AL MAMUN

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Email: almamun.econ@gmail.com

Address: Al Madina, Saudi Arabia

Nationality: Bangladeshi

Iqama Status: Valid & Transferable

Objective:

To contribute in a challenging and responsible role by utilizing my skills in inventory management, team coordination, and operational efficiency—ensuring smooth daily operations, accurate stock control, and timely distribution within a structured environment.

Key Skills:

- Shipping & Receiving Operations
- Inventory Management & Stock Control
- Manual & Electrical Pallet Jack Operation
- Packing, Labeling, and Dispatch
- Physical Strength for Heavy Lifting
- Warehouse Organization & Cleanliness
- Safety Procedures & Regulations
- Strong Teamwork & Communication
- **Driving (Have ksa Driving licence)**

Professional Experience:

Warehouse Supervisor

★ **Mehran Cold Store, Madina, Ksa**

January 2024-February 2025

- Monitored and maintained proper cold storage temperature and hygiene.
- Managed inventory with FIFO method and updated stock records regularly.
- Supervised loading and unloading operations efficiently.
- Ensured timely dispatch and accurate delivery of goods.
- Led warehouse staff and assigned daily tasks effectively.
- Prepared daily stock, damage, and delivery reports.
- Coordinated with maintenance team to resolve equipment issues promptly.
- Enforced safety protocols and cleanliness standards in the warehouse.

Warehouse Assistant

★ **Secco Arabia Co., Dammam, KSA**

September 2022-December 2023

- Receive, unload, and store incoming materials efficiently.
- Maintain accurate stock records.
- Prepare and package goods for delivery with proper labeling.
- Use pallet jacks and hand trolleys to move heavy items.
- Conduct daily inventory checks and report discrepancies.

HSE Helper

★ **ZYCC Arabia, Ras Al Khair, Ksa**

December 2021-August 2022

- Supported logistics team in receiving and dispatch operations.
- Participated in monthly stocktaking and reporting.
- Maintained warehouse cleanliness and orderliness.
- Assisted in organizing goods as per category and urgency
- Follow safety procedures to ensure a hazard-free environment

Education:

★ **BSS (Honors) in Economics.**

Government Titumir College, Dhaka.

Affiliate with Dhaka University, Dhaka.

Languages:

- ❖ English
- ❖ Arabic
- ❖ Urdu
- ❖ Hindi
- ❖ Bangla