



UMAR TARIQ

About Me

I have good interpersonal understanding and communication skills and am a confident team worker with the ability to work on own initiative.

Contact

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- Address Dammam , Saudi Arabia
- LinkedIn <https://www.linkedin.com/in/umar-tariq-a7a7b8263/>

Information

- Nationality**
- Pakistani
- Iqama status**
- Transferable
- Iqama number**
- 2547363123
- Live in**
- Saudia Arab

Language

- English
- Urdu
- Hindi
- Pashto

Experience

Experienced Administrative and Warehouse professional with a strong background in office coordination, inventory control, shipping and receiving, and logistical support. Skilled in managing documentation, maintaining accurate records, and ensuring efficient day-to-day operations across both office and warehouse environments. Proficient in MS Office, SAP systems, and warehouse management tools.

Experience

Al-Yamama Group of Companies (Trading and Contracting)
Project : Rak Onshore Terminal Site Preparation.

Client : ARAMCO

WareHouse Store Keeper

April-2022 - Current

- **Goods Receipt (GR):** Post incoming goods using SAP transaction & material codes (e.g., MIGO) to update inventory
- **Goods Issue :** Booking Workorder & general Rev Forms via SAP as well as attachments.
- **Inventory Management:** Perform stock transfers, adjustments, and cycle counts.
- **Bin Location Management:** Maintain accurate storage bin information in SAP.
- Making STO's, PR's .
- Perform regular cycle counts and reconcile discrepancies.
- Monitor stock levels and reorder supplies to prevent shortages.
- Maintain FIFO (First In, First Out) and LIFO (Last In, First Out) inventory practices as required.
- Organize inventory in designated locations for easy access & accurate picking.
- Maintain accurate records of all IN and OUT activities.
- Received and inspected incoming shipments against delivery notes.
- Maintained clean and organized storage areas according to safety standards.
- Maintained accurate records of all warehouse assets including equipment, tools, Furniture, and machinery.
- Modified asset details such as ownership, depreciation codes, and cost centers.
- Updated asset records in SAP systems to reflect changes in condition, status, or location.

Expertise

- Office Management
- Data Management & Reporting
- Document Control
- SAP
- Report Writing.
- Record Keeping and Archiving.
- Excellent PC and filing skills.
- Filing, Record Keeping and Documentations. Scanning.
- Teamwork.
- Document Control.
- Multitasking.
- Office Administration & Coordination

Education

Higher Secondary School

(Pre Engineering)

2010 - 2012

Matriculation

(Computer Science)

2009 - 2010

Certification

IOSH

Institution Of Occupational Safety And Health.

NEBOSH

National Examination Board In Occupational Safety And Health.
(Result Panding)

Interest

- Chess
- Swimming
- Travel
- Photograph
- Vlogging

Saif Group of Companies, Pakistan (Textile Division)

Admin

December 2016 - March 2022

- Greet and assist visitors, manage incoming calls and emails professionally.
- Manage office calendars, arrange meetings, and coordinate appointments for department heads.
- Maintain and update digital and paper filing systems for quick and efficient record retrieval.
- Monitor office supplies and place orders to maintain inventory levels within budget.
- Oversaw day-to-day administrative operations for a team of 50+ staff.
- Assisted with organizing company events, internal meetings, and training sessions.
- Prepared reports, charts, and presentations for department heads using Excel, PowerPoint, and Word.
- Coordinated internal audits by organizing required documents, logs, and compliance records.
- Monitored utility bills and office-related expenses.
- Handling the air Tickets Of employees & Managment
- Managed a fleet of company vehicles, including scheduling, maintenance tracking, and fuel.
- Maintained detailed records for each vehicle including insurance, registration, fitness certificates, and service logs.
- Ensured compliance with local transportation regulations and timely renewal of vehicle documents.
- Coordinated daily vehicle allocations for staff transport, site visits, and deliveries.

Certification

• **IOSH Certificate**

Institution of Occupational Safety and Health.

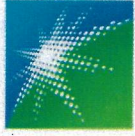
• **NEBOSH Certificate**

National Examination Board in Occupational Safety and Health. **(Result Panding)**

• **CONFINED SPACE Certificate.**

• **WORK AT HEIGHT Certificate.**

• **RISK ASSESSMENT Certificate.**



aramco

SAFANIYAH & MANIFA WATER HANDLING DIVISION

Certificate of Appreciation

This certificate is proudly presented to

UMAR TARIQ

ASST. STORE KEEPER

AL-YAMAMA Company for Trading and Contracting BI-10-17170

In recognition of your dedicated service and tireless efforts in promoting an Injury and Incident-Free Environment at the Ras Al Khair Onshore Terminal Project.

Your unwavering commitment and exemplary contributions have been instrumental in achieving the remarkable milestone of **"2 Million Safe Man-Hours Without Lost Time Incident (LTI)"**.

Awarded on January 1, 2025.

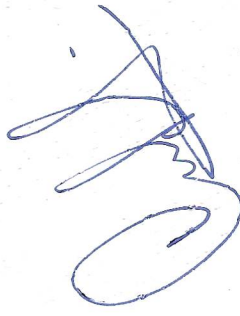
Mohammed Al Subaiei, Lead Project Engineer
Safaniyah & Manifa Water Handling Division

TO WHOM IT MAY CONCERN

I hereby certify that **Mr. Umar Tariq** , Badge the Contract # **6601000252** and ID # **131588**, has worked with **Al-Yamama Company** as an **Store Keeper** for the duration of the **Ras Al Khair Onshore Terminal Site Preparation Saudi Aramco Project B1-10-17170** for the period from **August 2023** to **April 2025**.

He started in our company as an **Store Keeper**, and with his excellent performance and good abilities during his work, he demonstrated himself as a diligent and hardworking professional.

We wish him the best in his career path and future endeavors.



Mohamed Madeh

Project Manager
RAK Project



Carlos de Andrade

WareHouse Manager