

# USAMA UBAID



**Storekeeper / Inventory Control Specialist**

Riyadh, Saudi Arabia

Mobile: +966 535873743 Email: [usama.ubaid0000@gmail.com](mailto:usama.ubaid0000@gmail.com)

Nationality: Pakistani | Iqama: Valid Transferable

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## Professional Summary

Experienced Storekeeper with 3+ years of expertise in inventory management, materials tracking, and warehouse operations in large-scale construction and infrastructure projects. Skilled in managing stock, material requests, documentation, and logistics while ensuring accuracy, compliance, and timely delivery. Proficient in MS Office, digital tracking systems, and ERP tools for effective inventory control.

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## Core Competencies

- Inventory Management C Stock Control
  - Material Requisition C Procurement Coordination
  - Warehouse Organization C Documented Tracking
  - Data Entry C Reporting for Materials Movement
  - Vendor and Supplier Coordination
  - EDMS C Digital Inventory Systems (SharePoint, ENCOMPASS)
  - MS Office (Word, Excel, PowerPoint) and Outlook
  - Record Keeping C Compliance Audits
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## Professional Experience

### Webuild S.P.A - Saudi Arabia

**Storekeeper / Materials Coordinator** *Western Station Metro Line-3*

April 2024 - Present -

- Maintain and track all incoming and outgoing materials using ENCOMPASS and digital logs.
- Process Material Requests for site requirements across all categories.
- Update and maintain inventory tracker sheets and coordinate with procurement for timely deliveries.

- Manage storage, filing, and proper classification of materials and equipment. - Prepare reports on material status, consumption, and stock levels for management.
  - Ensure compliance with safety and documentation standards.
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## **ARAIL CONSTRUCTION COMPANY- RIYADH, KSA**

### **Inventory Data Specialist**

**Jan 2023 - Mar 2024 -**

- Supervised data entry and quality control for stock and materials data.
  - Audited inventory and materials records, improving data accuracy by 20%.
  - Implemented best practices for inventory validation and reporting.
  - Trained team members on accurate recording of materials and stock levels.
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## **THQ Hospital Bhera - Pakistan**

### **Storekeeper / Document Coordinator**

**Jan 2020 - Dec 2022 -**

- Managed inventory of medical and office supplies.
  - Maintained accurate records of incoming and outgoing items.
  - Coordinated with departments for timely distribution of materials.
  - Streamlined storage and filing systems to reduce retrieval time by 25%.
  - Generated inventory reports for management and ensured compliance with hospital protocols.
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## **Education**

### **Intermediate in Computer Science (ICS)**

**BISE Sargodha | 2018 - 2020**

### **Diploma in Computer Applications**

**TEVTA College Lahore, Pakistan**

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## Certifications

- Inventory Management Foundations - LinkedIn Learning (2025)
  - Document Controller Certification - THQ Hospital Bhera (2022)
  - Career Essentials in Generative AI - Microsoft C LinkedIn (2025)
  - Digital Communication - Academy Europe (2024)
  - IOSH & OSHA [Safety Certification\*]
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## Computer Skills

- MS Office 2019 (Excel, Word, PowerPoint)
  - Windows 11 Pro
  - SharePoint C ENCOMPASS
  - Outlook C Email Management
  - Data Tracking and Reporting Tools
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## Languages

- **English:** Reading, Writing C Typing
  - **Arabic:** Speaking, Reading C Typing
  - **Urdu:** Reading, Writing C Typing
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## Personal Details

- Date of Birth: 15 December 2000
  - Father's Name: UBAID ULLAH
  - Residence: As Suwaidi Al Gharabi, Riyadh
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References available upon request.

S.No. 652563

Roll No. 1619

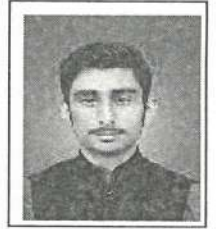


## Punjab Board of Technical Education Lahore

Certified that USAMA  
son/daughter of UBAIDULLAH  
Registration No 421-1477-01073 of the  
GOVERNMENT COLLEGE OF TECHNOLOGY, SARGODHA

Under ONLINE (HUNARMAND NOJAWAN PROGRAM E-ROZGAR)  
has satisfactorily completed the 400 hours Programme of Instructions in  
IT for E-Rozgar (Creative Designing)

from 21-December-2020 to 20-March-2021 and has passed the Examination  
securing 81 marks out of 100



*In recognition thereof this certificate in*

**IT for E-Rozgar (Creative Designing)**

*is awarded at Lahore on the May 17, 2021*



  
Secretary

Printed on : September 13, 2021

Under Section 23-Pakistan Citizenship Rules

No. SGD-9-2020-2289

**APPENDIX-XIV**

Submission Date: 12-9-2020

**FORM 'P-1'**

Issue Date: 12-9-2020

The Pakistan Citizenship Act, 1951(II OF 1951)  
and the rules made there under or (vide rule 23)

**CERTIFICATE OF DOMICILE**

Whereas USAMA S/O UBAID ULLAH


has applied for the grant of a certificate of domicile under the Pakistan Citizenship Act, 1951 (II of 1951), alleging with respect to himself / herself the particulars setout below and has satisfied the undersigned that the conditions laid down in Section 17 of the said Act for the grant of a Certificate of Domicile are fulfilled in the said

USAMA case.

NOW, Therefore, in pursuance of the powers conferred by the said Act and the rules made there under, the undersigned hereby grants to the said USAMA this Certificate of Domicile.

In Witness whereof, I have hereto subscribed my name this day of 12-9-2020 and Domicile No is SGD-9-2020-2289.



  
ASSISTANT COMMISSIONER  
for Deputy Commissioner,  
Sargodha

**FULL PARTICULARS RELATING TO THE APPLICANT**

Full Name USAMA

S/O UBAID ULLAH

Address in Pakistan VILLAGE SIAL SHARIF MOHALLAH TAJ COLONY TEHSIL SAHIWAL

Place of Domicile DISTRICT SARGODHA  
VILLAGE SIAL SHARIF

(Domicile) Tehsil Sahiwal District Sargodha Prov/Admn: PUNJAB

Date of Arrival in Place of Domicile 15-12-2000 D.o.B 15-12-2000

Married/Single/Widow/Widower Single CNIC 3840210547701

Name of Wife or Husband N/A

Name of Children and their Ages N/A

Trade or Occupation Student

Mark of Identification NIL



  
ASSISTANT COMMISSIONER  
for Deputy Commissioner,  
Sargodha

No.SS. **0410872**

**Board of Intermediate & Secondary Education,**  
**Sargodha (Pakistan)** Reg No. 38402-1054770-1  
**Secondary School Certificate**

Roll No. 266641

Annual Examination 2018

SCIENCE GROUP



This is to certify that **USAMA**

Son of **UBAID ULLAH**

Whose date of birth as recorded in the admission form is **15/12/2000**

**FIFTEENTH DECEMBER, TWO THOUSAND**

of the **SARGODHA DISTRICT**

Has passed in **ONE ATTEMPT** the secondary school certificate, examination conducted

by the board in **MARCH - MAY 2018** obtaining **880** Marks,

out of **1100** has been placed in grade **"A+"**

He has obtained the following marks in the subjects offered by Him

Sr. No.	Subject(s)	Marks	
		Maximum	Obtained
1	English	150	111
2	Urdu	150	114
3	Islamiyat Compulsory	100	82
4	Pakistan Studies	100	87
5	Mathematics	150	106
6	Physics	150	132
7	Chemistry	150	124
8	Computer Science	150	124



Declaration Date: **21/07/2018**

*F. M. Kayfi*

Secretary

Note: This certificate is issued without alteration/erasure.

No.INT. 0257234

Board of Intermediate & Secondary Education, Sargodha (Pakistan) Intermediate Certificate Annual Examination 2020 GENERAL SCIENCE



Roll No. 422666

Reg No. 38402-1054770-1

This is to certify that USAMA

Son of UBAID ULLAH

of the THE READER COLLEGE 262-A, KHAYABAN E SADIQ SARGODHA

Has passed in ONE ATTEMPT the intermediate, examination conducted by this Board

in XXXXXXXXXXXX obtaining 757 marks,

out of 1100 and has been placed in grade "B"

He has obtained the following marks in the subjects offered by Him

Table with 7 columns: Sr. No., Subject(s), Maximum Marks, Obtained Marks, Percentile Score, Relative Grade. Rows include English, Urdu, Islamic Education, Pakistan Studies, Mathematics, Physics, Computer Science, and a summary row for 3% additional marks.

"The marks awarded are the best prediction of the performance and has been awarded under COVID-19 Examination Policy, hence considered as valid and fair."



Declaration Date: 22/09/2020

Internal Grade A+

Handwritten signature of the Secretary.

Secretary

Note: This certificate is issued without alteration/erasure.

S.No. 637508

Roll No. 2544

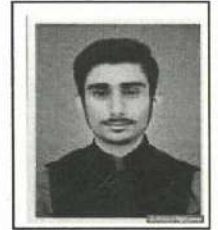


## Punjab Board of Technical Education Lahore

Certified that USAMA  
son/daughter of UBAIDULLAH  
Registration No 420-1478-00595 of the  
GOVERNMENT COLLEGE OF TECHNOLOGY, SARGODHA

Under ONLINE (HUNARMAND NOJAWAN PROGRAM E-ROZGAR)  
has satisfactorily completed the 400 hours Programme of Instructions in  
IT for E-Rozgar (Technical)

from 15-September-2020 to 14-December-2020 and has passed the Examination  
securing 78 marks out of 100



*In recognition thereof this certificate in*

**IT for E-Rozgar (Technical)**

*is awarded at Lahore on the February 23, 2021*



  
Secretary

Printed on : July 30, 2021