



# Mohammad Habib

**Address:** Sharq, Abdullah Ahmad Street, Building 79, Floor 2, Flat 3

**Phone:** +965-97872424, +965-55700587

**Email:** habibrahman30716@gmail.com

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## OBJECTIVE

To obtain a suitable Administrative / Commercial position, that would allow me to serve as a key member of the team.

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10+ years of experience in store keeping, inventory control, or record keeping, data entry with high profile national carrier of Kuwait, The Kuwait Airways and Kuwait Aviation Services Co.

## WORK EXPERIENCE

2008 – 06/2020

### Sr. Officer cum Data Entry Kuwait Airways Corp.

Responsibilities:

- Maintain materials in stores in good condition, ensure record keeping, reporting, etc.
- Experience of handling inward and outward materials.
- Coordinating with Purchase department daily and sending report.
- Responsible for timely receiving of materials, proper storage with layout management, inventory control, ensuring the materials adhere to the standard compliance.
- Maintain a computer record of all receipts, records, and withdrawals of the storeroom.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Conduct physical stock (inventory) verification.
- Highly organized, immediately responsive to team communications and meet deadlines.
- Maintain customer relationship in professional manners.
- Answers the telephone in a professional, courteous, and friendly manner.
- Recording feedback into the customer database.
- Contributes to team effort by accomplishing related results as needed.
- Perform other duties as required or assigned to support the success of the department.
- Mediate any confrontations between staff and clients, and de-escalate the situation.
- Manage and train store staff.

2005 – 2007

**Computer Operator cum Data Entry Clerk  
Saif Hanger wall**

Responsibilities:

- update the workers information in locally developed software, maintaining their files.
- Daily Attendance.
- Documents mailing and filing.
- Prepare and deposit salaries for the employees to their accounts.
- Bank reconciliation.
- Maintain stock and data entry.
- Maintain employees records their residence, Passport expiry, Leave etc.

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**EDUCATION**

High School - FA General Group Federal Board of Intermediate and Secondary Education. 2003

Basic English spoken part 3 course from High Studies Course, Kuwait. 2006

Microsoft office and windows operations from Pakistan Institute of Computer Sciences, Pakistan. 1996

Cell phone Basic and Intermediate maintenance 4 months course with 93% marks.

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**ADDITIONAL  
SKILLS**

- Microsoft Office package: Microsoft Word, Excel.
- Problem-solving Skill, Proven Experience to work under pressure.
- Active listening.
- Leadership.
- Time management.
- Customer service.
- Data Entry
- Receptionist

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**LANGUAGES**

English, Arabic, Urdu, Punjabi.

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**PERSONAL  
DETAILS**

- Date of Birth: May 3, 1980
- Nationality: Pakistan