

# Ahmed Mostafa Ali AbdAlraheem

Riyadh, Saudi Arabia

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## PROFESSIONAL SUMMARY

Results-oriented Operations and Retail professional with over 5 years of experience in store management and recruitment. Proven expertise in optimizing supply chain efficiency and driving team performance to exceed organizational KPIs in dynamic environment

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## WORK EXPERIENCE

### Receptionist | Private Hospital / Massage Center | 2025 – Recent

- Coordinated complex patient scheduling and administrative workflows, maintaining a 95% customer satisfaction rate through exceptional service delivery.
- Managed digital booking platforms and CRM databases (Fresha) to ensure seamless appointment transitions and accurate data entry.

### Warehouse Supervisor | Tesla | 2024 – 2025

- Streamlined warehouse workflows and inventory tracking protocols, improving overall inventory accuracy from 85% to a record 95%.
- Enforced rigorous safety standards and operational compliance, successfully reducing workplace safety incidents by 25% through proactive risk management.

### Store Manager | Gold & Silver Retail | 2020 – 2024

- Optimized retail operations and inventory control systems, resulting in a 20% reduction in stock discrepancies and enhanced bottom-line profitability.
- Led and mentored a high-performing sales team of 8, implementing strategic sales techniques that drove a consistent 15% increase in monthly revenue.

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## EDUCATION

### Bachelor of Arts in Arabic Language (History & Civilization)

Al-Azhar University, Assiut, Egypt | 2020 – 2024

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## SKILLS

Inventory Management  
Retail Operations  
Supply Chain Logistics  
Talent Acquisition  
Onboarding & Training  
CRM Administration  
KPI Tracking

Strategic Leadership  
Problem Solving  
Effective Communication  
Adaptability  
Time Management  
Conflict Resolution  
Team Collaboration

## Computer Skills

Advanced Microsoft Excel (Data Analysis)

Microsoft Office Suite Proficiency

POS System Management

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## LANGUAGES

- **Arabic:** Native.
  - **English:** Good Working Proficiency.
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## COURSES & TRAINING

### ICDL Certificate | International Computer Driving License | 2024

- Gained comprehensive mastery of essential digital literacy skills, including advanced document processing, spreadsheet management, and online security.

### Retail Excellence & Customer Service | Internal Training | 2022

- Developed advanced techniques in consumer behavior analysis and luxury retail management to enhance client retention and brand loyalty.

### Supply Chain & Logistics Fundamentals | Professional Workshop | 2023

- Acquired specialized knowledge in lean warehouse management and logistics optimization to minimize operational overhead.