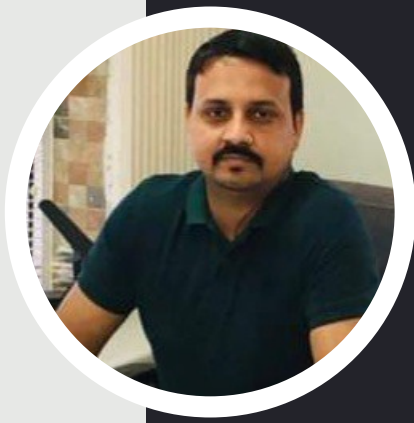




AMJAD ALI

STOREKEEPER



+917783817860



Amjadkhan5599@gmail.com



+966573263727



Chhapra, Bihar India.

CARRIER OBJECTIVES

Seeking a challenging carrier in the ever-growing field of **STOREKEEPER**. Best utilizing my experience, technical ability, analytical & problem solving skills, This job role manages timely receiving of materials/items at stores/stock yard in a construction site and maintain inventory through computer system. I have above 7 years of work experience in india as well as overseas

EDUCATION

B.A (Bachelor of Arts)

Jay Parkash University Bihar India
2007 - 2010

CERTIFICATION

(DIPLOMA)(JCHNE) Jetking Certified Hardware & Networking engineering

Jetking Learning Center Lucknow India
2020 - 2023

KEY SKILLS

- Inventory management
- Stock Control & Replenishment
- Product knowledge
- Oder processing
- Warehouse management Systems
- Shipping and Receiving
- Record keeping
- data entry
- Team Leadership & Training
- Computer hardware & networking Troubleshooting
- LAN/WAN Management

TECHNICAL EXPERIENCE

Operating System :-

- Proficient in winOS (xp, 2007, 2008, & 2010
- (ASAS) Accounting & Inventory management Systems.

Microsoft Office:-

- Expertise in MS Office Suite (2007, to 2016) Including Word, excel, power point and Outlook.
- Skilled in Internet usage and email management

Computer hardware:-

- extensive experience in pc troubleshooting, maintaining, Assembling and Disassembling.
- Proficient in BIOS configuration and system optimization.

Networking:-

- IP Addressing, Network, Cabling, Remote Connectivity,
- EExperience in MS Outlook, and Network Shearing Configuration.
- CCNA Certificate with practical skills in router and switch Configuration.

WORK EXPERIENCE

2011
-
2013

STOREKEEPER

ETA Engineering pvt.ltd (India)

- Assist in maintaining a safe and clean work environment
- Receive unload and process incoming stock and materials
- Maintain inventory levels and order stock when necessary
- Maintain record of issuing and Receiving Materials
- Devlo and implement processes related to document control and management
- prepare monthly report for issued material
- Daily routine store work

WORK EXPERIENCE

2013
-
2014

STOREKEEPER

Larsen & Toubro. LIMITED (INDIA)

- Assist in maintaining a safe and clean work environment
- Issuing materials and tools need of the worker
- Encode materials received & issued

SOFT SKILLS

- Problem-Solving & Analysis
- Decision-Making Skills
- Time Management Skills
- Adaptability & Flexibility
- Leadership & Mentoring
- Multitasking & prioritization

PROSNAL DATA

- Date of Birth: 30/05/1990
- Nationality: Indian
- Marital Status: Married
- passport No: U0037742

LANGUAGES

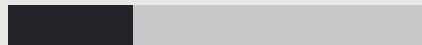
English



Urdu/Hindi



Arabic



REFERENCES

- Will be provided upon request.

- Regular monitoring and analyzing different kind of tools and materials
- Files maintenance for all outgoing / Incoming materials
- Develop and implement processes related to document control and management
- Signature before passing on to store in charge for approval
- Ensure standard procedure are followed for issuing of materials/ items
- ensure documentation and filing is carried out by junior storekeeper as per the quality

WORK EXPERIENCE

2016

–

2024

Storekeeper

World cars upholstery store (saudia arabia)

- Requisition, receive, Stock, and issue materials, supplies, tools parts and equipment utilizing a computer purchasing and inventory control system
- preparing and monitoring inventory of the list of the materials
- Regular monitoring and analyzing different kind of tools and materials
- Prepare purchase requisition & issuance from
- issuing materials and tools need of the workers
- Files maintenance for the all outgoing or incoming materials
- material inventory and monitor stocks availability
- Materials planning and preparing the purchase requisition
- Ensure both quality and quantity of materials
- Maintain proper record
- Responsible for receiving, checking, and issuing the materials required by operation department
- responsible for weekly or monthly materials report to department manager
- Daily routine store work

DECLARATION

I hereby declare that the information Provided is true and correct the best of my knowledge.

AMJAD ALI

Serial No.: 1011 - 117719

CERTIFICATE OF COMPLETION

Awarded to **AMJAD ALI**

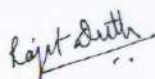
for successfully completing the course At Lucknow Centre, Uttar Pradesh

from **26/12/11** to **19/09/13** with grade **A**.

The holder of this certificate has met all educational requirements

of the course known as

JETKING CERTIFIED HARDWARE & NETWORKING ENGINEER



Rajat Dutta
Examining Authority



Suresh Bharwani
Chairman & Managing Director



Nandu Bharwani
Joint Managing Director

Grade: Honours (90% & Above), Distinction (80% - 89%), A (65% - 79%), B (50%-64%), C (Below 50%)

Course Duration : 650hrs

Date of Issue : 10/10/13

Place of Issue : New Delhi (India)



Registered Office: 401, Bussa Udyog Bhavan, Near Sewri Bus Terminus, Mumbai - 400 015

Corporate Office: 5th Floor, Amore Building, Junction of 2nd and 4th Road, Khar (W), Mumbai 400052

Phone: 022 67414000/1 | www.jetking.com | 1800 209 4010

JetkingTM
Better Life





No:PC/HA/359851/10

JAI PRAKASH VISHWAVIDYALAYA (UNIVERSITY)
CHAPRA (BIHAR)



PROVISIONAL CERTIFICATE

This is to certify that **AMJAD ALI**

Roll No. **8100872** Registration No. **0710100808/2007**

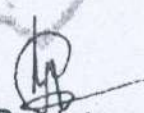
of **RAJENDRA COLLEGE, CHAPRA** passed the

Bachelor of Arts..... (History Hons.) Examination 2010

of this University held in the month of **April, 2010** and

was placed in the **Second** class.

Chapra, Dated: **15 MAY, 2010**


Registrar /

Controller of Examination(s)

WORLD CARS FOR UPHOISTERY

IMPORT & SELLING ALL UPHOLSTERY MATERIAL

C.R.2251013102 - ALHASA

HEAD OFF:ALHASA 31982 -P.O BOX 1521

KING ST -TEL - 96635872222

FAX 96635866060

EMAIL - OMAIR_WORLD@HOTMAIL.COM

OMAIR_WORLD@YAHOO.COM



عالم السيارات للتجيد

إستيراد وبيع جميع مستلزمات التجيد

س ت : ٢٢٥١٠١٣١٠٢ الأحساء

الفرع الرئيسي - الأحساء ٣١٩٨٢ ص ب : ١٥٢١

الأحساء شارع الملك - تلفون : ٩٦٦٣٥٨٧٢٢٢٢

فاكس : ٩٦٦٣٥٨٦٦٠٦٠

MAY, 2018

WORLD CARS FOR UPHOLSTERY

TO WHOM SO EVER IT MAY CONCERN

We here by certify that **Mr. AMJAD ALI S/O Mr. AKBAR ALI** has
Worked In our company as **STORE KEEPER** in our site World Cars
For Upholstery (عالم السيارات) in Al Hasa Kingdom of Saudi Arabia.
From **06-MAY-2016 To TILL DATE,**

During this period his conducts and character were good and his
Work is excellent, We wish him for his bright future.



World Cars for Upholstery

AHMED KHALIFA
WORLD CARS (KSA)

ETA ENGINEERING PVT.LTD.



A-222, Okhla Industrial Area, phase-I, new Delhi- 110020
Ph. (011) 6372890-92, 6815880, Fax: (011) 681
E-Mail: etaengg@del2.vsn.net.in

Ref – EEPL/SK/13

Date: 14.08.2013

To Whom It May Concern

Name	:	AMJAD ALI
Trade	:	STORE KEEPER
SITE	:	N.T.P.C. DADRI NEW DELHI
Date of Engagement	:	10.07.2011
Date of Termination	:	14.08.2013
Reason for Leaving	:	Better Prospect.
Conduct	:	Good
Remarks	:	Nil

This certificate has been issued upon his request without any obligation.





LARSEN & TOUBRO. LIMITED

----- ECC DIVISION (ENGINEERING CONSTRUCTION & CONTRACTING)-----

Ref: L&TL/SK/911/14

Date: 29.09.2014

TO WHOM IT MAY CONCERN

This is to certify that **AMJAD ALI** has worked with us in the capacity of **"STORE KEEPER"** for the period from 17.10.2013 to 29.09.2014 at our site B.P.C.L Chembur, Mumbai.

During this period he has found to be quit efficient, having fair knowledge of his work. In this service period he has found keen interest in his job and duty was found very satisfactory.

He is young energetic, hard working and punctual person. We wish him all the success for his future life.

FOR: LARSEN & TOUBRO LTD




MANAGER

36 pages.

A portrait of a man with dark hair and a mustache, wearing a dark suit, white shirt, and red tie. He is looking directly at the camera.

P

IND

U0037742

उपनाम / Surname
ALI

दिया गया नाम / Given Name(s)

AMJAD

राष्ट्रीयता / Nationality

भारतीय/INDIAN

जन्म स्थान / Place of Birth
SARAN, BIHAR

लिंग / Sex

M

12/1/1971 Date of Birth

30/05/1990

जारी करने का स्थान / Place of Issue

RIYADH

जारी करने की तिथि / Date of Issue

08/04/2021

ममलत की तिथि / Date of Expiry

07/04/2031

Amjad ali

[illegible]

U0037742<3IND9005307M31040792074415874121<80



2173 71290

[illegible]