

SHAHNAWAZ SIDDIQUE

Contact Numbers: +91 7367884570

+966539641243

E-mails: shahnawazsiddique238@gmail.com

CAREER OBJECTIVE

Searching for a Store Keeper position in your organisation that allows for career advancement through proper display of working as part of a team and maintaining file systems

SKILLS

- More than 5+ years of overall experience in the field of Store Keeper.
- Excellent verbal and written communication skills.
- Technical and analytical.
- I am working with the ability to perform under pressure and multitask.
- Responsible Attitude, self-motivated & result oriented.
- Willing to invest time and effort to complete a certain responsibility.

CAREER SKETCH

STORE KEEPER: 2023- TILL (Saudi Arabia)

Designation: Warehouse keeper, lead hand

Organisation: CADDELL CONSTRUCTION RIYADH

STRORE KEEPAR 2022-2023

Designation: Warehouse keeper

Organisation: BLHI

STORE KEEPAR 2020-2022

Designation: Warehouse keeper

Organisation: CADDELL CONSTRUCTION

STORE KEEPER 2018- 2019 (India)

Designation: Store Supervisor

Organization: MICRON ELECTRICAL'S

Duties and Responsibilities:

- Maintained receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotated stock and coordinated the disposal of surpluses

- Ensured adequate record-keeping and managed all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Knowledge of proper bookkeeping and inventory management
- Familiarity with standard concepts and best practices in a stockroom or warehouse environment
- Analytical mind with the ability to make accurate mathematical computations
- Excellent written and verbal communication skills
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time
- Ability to safely and legally operate a forklift
- Skills to operate common office equipment
 - Raising material inspection report (MIR) based on received delivery notes and approved shop drawing.
 - Maintaining a tracking facility to enable documents to be updated easily.
 - Scanning in all relevant new documents.

SKILLS and CERTIFICATIONS

Computer Skills: Wells Versed with MS Office, Windows.EGPS

Certification: SAP EWM learning online

ACADEMIC

- MAGADH UNIVERSITY

PERSONAL DETAILS

Date of Birth:	13-02-2000
Father's Name:	Mohammed Aftab
Marital Status:	Unmarried
Languages Known:	English, Hindi, Arabic, Urdu
Hobbies:	Playing Cricket & Listening to Music
Nationality:	Indian

PASSPORT DETAILS

Passport Number:	X9476047
Issue Date:	05-06-2023
Expiry Date:	04-06-2033