

Talha Ijlal

Riyadh, Saudi Arabia | +966 53 104 1727 | talhaijlal0322@gmail.com

Nationality: Pakistani | Iqama: Transferable | Availability: Immediate

Professional Summary

Reliable and detail-oriented Storekeeper with over 4 years of experience in inventory control, stock management, and warehouse operations. Skilled in maintaining accurate stock records, processing receipts and dispatches, and ensuring optimal inventory levels. Proficient in MS Office, data entry, and stock management systems with a strong focus on accuracy, efficiency, and organization. Adept at coordinating with suppliers, monitoring deliveries, and ensuring smooth warehouse operations while meeting deadlines.

Key Skills

- Inventory & Stock Control
- Goods Receiving & Dispatch
- Warehouse Organization
- Stock Auditing & Reporting
- Supplier Coordination
- Data Entry & Documentation
- Microsoft Office (Excel, Word)
- Team Collaboration & Communication
- Time Management & Accuracy

Professional Experience

Store Manager / Supervisor

Mobile Store – Narowal, Pakistan

Nov 2020 – Feb 2025

- Managed stock records, purchase orders, and inventory levels to ensure adequate supply.
- Checked incoming and outgoing stock against documentation for accuracy.
- Prepared daily, weekly, and monthly stock reports for management.
- Coordinated with suppliers and delivery services to maintain stock flow.
- Monitored product display, storage conditions, and loss prevention.

Admin & Document Controller

Bitsnio – Islamabad, Pakistan

Nov 2019 – Oct 2020

- Maintained accurate documentation for stock and administrative operations.
- Organized and updated inventory records in Excel and company systems.
- Assisted in procurement documentation and vendor coordination.

Education

BS in Computer Science

Federal Urdu University – Islamabad, Pakistan | 2012 – 2018

Languages

English – Fluent

Urdu – Native

Personal Details

Date of Birth: 25-Oct-1992

Marital Status: Single

Passport: Valid