

SAHUL HAMEED M

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PROFESSIONAL SUMMARY

Store Keeper with Excellent technical Knowledge and Skills, Competent with challenging Environment, Hardworking, Energetic and Quick Learner for any task delegated. Enthusiast to learn and constantly upgrade knowledge.

WORK EXPERIENCE

Store Incharge, September 2024 - Current
KAPICO group, Sharjah, UAE

- Making GRn, Picking, Packing and Shipping goods, etc
- Managing, preparing Stocks movements and related documents through ORION.
- Successfully delivering Domestic and International (Cargo) shipping goods management.
- Preparing and Managing Daily & Monthly report of Stock Status.
- Coordinating with the Manager and arranging the delivery schedule.
- Coordinate with the logistics team for shipment.
- Leading, Managing and coordinating the team.

Store Keeper, June 2019 - May 2022
Baladna Food Industry, Doha, Qatar

- Handling/Maintaining clean & safe environment overall the store
- Follow-up order with end-user & vendors for deliveries of materials
- Maintain Uniform bins, racks inside store
- Daily & monthly report of consumable material status
- Taking physical inventory once a month & maintain inventory accuracy
- Managing Goods movement & dispatch items through SAP
- Preparing purchase requisition through SAP
- Labeled items with permanent markers & labeling equipments
- Hazardous materials locating in designated safe place & updating MSDS file
- Tracking of short expiry products
- consumable and frequently used materials are arranged in separate area
- Maintain proper cabins, cages for flammable gases and liquids
- Inventory control including defining slow & Non moving items
- Contact with supplier and send calibration for needed instruments

- Enquire with supplier for discrepancy materials & take necessary steps
- Maintain all store documents both hard & soft copy
- coordinate with the logistics team for shipments.

Store Keeper, November 2017 - May 2019

Reem Al Falaj Trading Co LLC, Sharjah, UAE

- Follow-up all inventory management
- Taking physical inventory once a month to cross check with the monthly inventory report
- Responsible for store keeping, documentation and record keeping
- International and local procurement process for raw materials
- Coordinate the handling of freight.
- Goods delivery schedule is maintained according to delivery order quantity.

Spares Incharge, August 2015 - October 2017

Neha Motors, Tamil Nadu, India

- Maintained stocks of Auto parts and handling ordering procedures.
- Arranged for the ordering of special parts as per customer request
- Maintained constant inventory of auto parts and products.
- Monitored installation of auto parts to ensure quality
- Labels items for storage as required.

Store Keeper, July 2012 - July 2015

Kali Aerated Water Works Pvt Ltd, Tamil Nadu, India

- Received, unload and shelve supplies
- To ensure goods keep by first in first out method (FIFO)
- Cleaning and arranging products in the store
- Rotate stock and coordinate the disposal of surpluses
- Maintain receipts, records, and withdrawals of the stockroom
- Proper goods distribution and supply chain maintain and follow-up
- Update price records of all stocks.

EDUCATION

Bachelor of Engineering, Mechanical

Sudharsan Engineering college | Anna university | pudukkottai, Tamil Nadu, India

PERSONAL DETAILS

NAME:	SAHUL HAMEED M
PASSPORT:	V9549657
PLACE OF ISSUE:	DOHA, QATAR
PASSPORT EXPIRY:	11/10/2031
FATHER:	P. MOHAMED IBRAHIM
RELIGION:	MUSLIM
MARITAL STATUS:	MARRIED
NATIONALITY:	INDIAN
LANGUAGES KNOWN:	ENGLISH, TAMIL and MALAYALAM

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.