



AABID HUSAIN STOREKEEPER

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DESCRIPTION

An organized and detail - oriented Storekeeper, have experience in warehouse operations and inventory management. Skilled in restocking, inspecting, organizing inventory, as well as tracking, recording incoming and outgoing stock. Ability to multitask and prioritize tasks in order to work efficiently and contribute to the smooth running of the storeroom.

ABOUT ME

Email - abidhusain265@gmail.com

Nationality - Indian

QID - Available

Qatar Driving License - Available

Marital Status - Married

Visa - Work Visa (NOC Available)

WORK EXPERIENCE

Storekeeper - March 2014 to Present

Arab Builders Trading & Contracting, Doha, Qatar

- Maintaining and keeping track of receipts, records, and withdrawals of the stockroom

- Receiving, unloading, and shelving supplies.
- Executing other stock-related duties which may include returning, packing, pricing, and labeling supplies.
- Examining and reviewing deliveries for discrepancies and damages and reporting to necessary personnel for reimbursements and record keeping.
- Cleaning construction equipment and testing them to ensure functionality.
- Overseeing or exercising general control over all the tools and activities of the store.

Project 1, Mall of Qatar, Doha, Qatar

- Oversee and coordinate the daily warehousing activities.
- Ensure that materials are checked in and out of the store in an accurate and timely manner.
- Conduct regular audits to ensure that the store is functionally efficient.
- Maintain receipts, records, and withdrawals of the stockroom.
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping.
- Generate a material received report timely.
- Ensure storage of goods follows the first in first out method.

Project 2, View Hospital, Doha, Qatar

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.
- Responsible for the preparation of work orders for equipment repairs.
- Preserve records and prepare related reports.

Project 3, Seef Lusail & Lusail Palace, Doha, Qatar

- Take delivery of all incoming materials and reconcile with purchase orders.
- Track, document, and resolve any discrepancies on received orders.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory or supplies and ensure they are within the established minimum and maximum levels.
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Processing sales transactions and handling cash and card payments.

EDUCATION

- Bachelor of Science, India
- Higher Secondary School, India

LANGUAGES

- English
- Arabic
- Hindi
- Urdu

Skills

- Knowledge in Warehousing, Logistics & Procurement
- Punctual
- Ability to Work Under Pressure
- Inventory Management
- Leadership
- Excellent Communication Skills
- Team Management Skills
- Quality Assurance

Software Skills

- Microsoft Office Suite
- Google Workspace
- Scheduling tools
- Programming Languages - C, C++, Oracle Database & SAP
- Primavera, Electrical CAD & AutoCAD 2010

I hereby declare that the above details provided by me are true to the best of my knowledge.