

RIYAZ AHMED

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CAREER OBJECTIVE

Searching for a Warehouse Storekeeper 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 8+ **years** of overall experience in the field of Storekeeper.
- Excellent verbal and written communication skills. In English
- Technical and analytical.
- Hard 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

STOREKEEPER 2023 to Till Date (Saudi Arabia)

Designation: Storekeeper
Organisation: Caddel Construction

STOREKEEPER 2020-2022 (Saudi Arabia)

Designation: Storekeeper
Organisation: Caddel Construction

STOREKEEPER 2019-2020 (Saudi Arabia)

Designation: Storekeeper
Organization: Agrima roof and facade

STORE KEEPER 2017- 2018 (India)

Designation: Store Keeper
Organisation: Kalpatru Power Transmission Ltd, India

STORE KEEPER: 2014-2016 (Saudi Arabia)

Designation: Store Keeper
Organisation: Advanced Vision Electro-Mechanical. Co

Duties and Responsibilities:

- Assisted in stock management and record-keeping.
- Conducted regular stock checks and reported discrepancies.

- Helped in receiving and dispatching materials.
- Maintain 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
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage 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 drawings.
 - Maintaining a tracking facility to enable documents to be updated easily.
 - Scanning in all relevant new documents.
 - Maintain and manage inventory to ensure accurate stock levels.
 - Keep detailed records of incoming and outgoing stock using [mention any software].
 - Ensure proper labelling, storage, and stock rotation (FIFO/LIFO).
 - Coordinate with procurement and logistics teams for smooth operations.
 - Monitor and report damaged or expired items to management.
 - Receive, inspect, and store goods systematically.

CERTIFICATIONS

Computer Skills:	Well-versed with MS Office and Windows.
Certification:	Training for Health & Safety from Omega Institute, Hyderabad.
Certification:	NEBOSH HSW (Mar 2017)

ACADEMIC

- B.A. (Bachelor of Arts) from Kuvempu University, India.

PERSONAL DETAILS

New Passport Number:	U8693383
Issue Date:	23 Feb 2021
Expiry Date:	22 Feb 2031
Old Passport Number:	J4288795
Issue Date:	29 th March 2011
Expiry Date:	28 th March 2021