

MUHAMMED ASHIQUE

STORE KEEPER



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EXPERIENCE

TRANSPORT COORDINATOR

[Forward Logistics Solution](#)

2023 - Present

- Maintain accurate records, documents, and files related to transportation operations.
- Manage transportation budgets, track expenses, and identify cost-saving opportunities.
- Ensures customer satisfaction through proper communication and best service.

ATTENDANT C-STORE

[Adnoc Distribution](#)

2020 - 2023

- Receive, inspect, and verify incoming goods against purchase orders and delivery notes
- Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels
- Ensure the store is clean, safe, and visually appealing
- Coordinate with other departments and vendors as needed
- Maintain inventory levels and order new products when needed

BILLING EXECUTIVE

[Meitra Hospital](#)

2017 - 2020

- Ensured the accuracy of billing data and corrected discrepancies promptly
- Managed billing machines and software for efficient processing
- Maintained comprehensive records of invoices and supporting documents.
- Updated billing manuals in accordance with regulatory changes

EDUCATION

BOARD OF HIGHER SECONDARY KERALA

Higher secondary

2012 - 2013

UNIVERSITY OF CALICUT

Bachelor of Commerce (course completed)

2013 - 2016

IPA

Diploma in Corporate Accounting Management

- 2016

SUMMARY

Highly organized and detail-oriented administrative storekeeper with three years of experience in inventory management, procurement coordination, and record-keeping. Adept at maintaining accurate stock, optimizing inventory systems, and meeting timely order quotas. Skilled in inventory management software, including Activate Inventory Management, QuickBooks, and SAP.

SKILLS

- Inventory Management & Control [Inventory Software, e.g., SAP, Oracle]
- Stock Replenishment & Ordering [Warehouse Management System, e.g., WMS, Manhattan]
- Receiving & Inspection of Goods
- Quality Assurance & Compliance [Logistics Coordination, e.g., Freight, Shipping]
- Record Keeping & Documentation
- Space Optimization & Layout Planning [Industry-Specific Safety Standards, e.g., OSHA, ISO]
- Team Collaboration & Communication

CERTIFICATES

- Inter Learning Program -2008
- Customer Service Was Customer Experience -2019 (Meitra Hospital)
- SAP-E-Learning - 2021 (Adnoc)
- Food And Safety Training - 2017 (UAE)
- SAP-End User Training - 2016 (IPA)
- Fire And Safety Training - 20117 (UAE)

LANGUAGE

- ENGLISH - Speaking Reading Writing
- HINDI - Speaking
- ARABIC - Speaking
- MALAYALAM - Speaking Reading Writing
- TAMIL - Speaking

DRIVING LICENSE

- United Arab Emirates
- Saudi Arabia
- India

PASSPORT AND VISA

- Passport 20-07-2026
- Visa - Transferable Iqama 13-12-2025