



RAJAB MOHAMMED I

Riyadh, Saudi Arabia 12652

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Iqama No: 2609788779 (Transferable)

PROFESSIONAL SUMMARY

Storekeeper with 1 year of experience in inventory control, stock management, and warehouse operations. Skilled in receiving and issuing goods, maintaining accurate records, and ensuring organized storage. Committed to efficiency, accuracy, and workplace safety.

WORK HISTORY

STORE KEEPER
MAHINDRA LOGISTICS
(05/2024 – 05/2025) – 1 Year
CHENNAI, TAMILNADU, INDIA.

DUTIES AND RESPONSIBILITIES

- Receive, inspect, and store incoming goods and materials.
- Maintain accurate inventory records and update stock levels regularly.
- Issue materials and supplies based on approved requests.
- Ensure proper labelling and organized storage of items.
- Conduct regular stock counts and reconcile with records.
- Monitor stock levels and notify when reordering is required.
- Ensure cleanliness and safety of the storage area.
- Prepare reports on inventory status and stock movement.
- Coordinate with purchasing and logistics departments.
- Follow company policies and safety regulations.

SKILLS

- | TECHNICAL SKILLS | SOFT SKILLS |
|---|--|
| <ul style="list-style-type: none">• MS Office (Excel, Word, PowerPoint)• Stock control and replenishment• Warehouse operations• Goods receiving & dispatching• Barcode scanning systems• Report generation | <ul style="list-style-type: none">• Strong communication• Organizational skills• Time management• Team coordination• Problem-solving• Attention to detail |

LANGUAGES

ENGLISH	TAMIL
Upper intermediate	NATIVE
MALAYALAM	
Upper intermediate	

EDUCATION

- **BACHELOR OF COMMERCE (JUNE/2021 - APRIL/2024)**
JAMAL MOHAMED COLLEGE ARTS & SCIENCE
TIRUCHIRAPALLI – TAMILNADU – INDIA.

- **HSC (JUNE/2019 - APRIL/2021)**
ST JOSEPH METRICULATION HIGHER SECONDARY SCHOOL
TENKASI – TAMILNADU – INDIA.

PERSONAL DETAILS

Name : Rajab Mohammed
Date of Birth : 13/04/2004
Passport No : C9066905
Nationality : Indian
Marital Status : Un Married.

DICLARATION

Here declare that all statements in this resume are true, complete, and correct to the best of my knowledge and belief.

THANK YOU

Cordially
Rajab Mohammed
