



MOHAMMAD MASUM SIKDER

Objective

Store Keeper with hands-on experience in inventory management, stock control, and store documentation. Skilled in receiving, issuing, and maintaining materials with accuracy and efficiency. Proficient in record-keeping, inventory software, and ensuring compliance with storage and safety standards. Known for attention to detail, integrity, and the ability to manage store operations smoothly. Seeking to contribute my experience and dedication to a well-structured organization focused on operational excellence.

CONTACT

+966 540859004

masumsikder678@gmail.com

linkedin.com/in/masumsikder

Dammam, Kingdom of Saudi Arabia

SKILLS

- Inventory Management
- Stock Tracking
- Warehouse Organization
- Record Keeping
- FIFO/FEFO Compliance
- Supply Coordination
- Quality Checks
- Equipment Handling
- Reporting
- Safety Standards
- Time Management

LANGUAGES

- Bangla
- English
- Hindi
- Arabic

COMPUTER SKILLS

- MS Word
- MS Excel
- MS Access
- Power Point
- Email
- Internet Browsing

PASSPORT DETAILS

Date Of Birth : 10 Sep 1988

Nationality : Bangladeshi (By Birth)

Iqama ID : 2506741012

Passport No : EL0039433

WORK EXPERIENCES

ADVANCED ELECTRICAL CONTROL SYSTEM COMPANY

Store Keeper

June 2022- August 2025

Dammam, Kingdom of Saudi Arabia

- Receive, inspect, and record incoming materials, goods, or supplies.
- Ensure proper storage, labeling, and organization of items in the store or warehouse.
- Issue materials and tools to departments or workers as per approved requests.
- Maintain accurate inventory records using stock register or software (e.g., Excel, ERP).
- Conduct regular stock counts, audits, and reconciliation with physical inventory.
- Monitor stock levels and prepare purchase requisitions to avoid shortages.
- Ensure cleanliness, safety, and security of the store area.
- Track and manage expiry dates, batch numbers, or serial numbers (if applicable).
- Coordinate with procurement, accounts, and production departments for inventory flow.
- Maintain proper documentation and filing of receipts, issues, and stock movement.

EDUCATION

MASTER'S OF BUSINESS STUDIES

2016

Accounting - National University

Result : Passed

BACHELOR OF BUSINESS STUDIES (BBS)

2015

Accounting - National University

Result : Passed

HIGHER SECONDARY CERTIFICATE

2008

Business Studies - Board : Dhaka

Result : Passed

+ SELF APPRAISAL

- Excellent as a team member.
- Can managed difficult situation.
- Create effective communication.
- Able to work under pressure.
- Can negotiate easily with different kinds of people.

DECLARATION

I hereby, declare to the best of my knowledge and belief that this CV correctly describes my qualifications and me.

MOHAMMAD MASUM SIKDER

Dear Sir,

I am writing in regards to the Store Keeper Position role at your company. I have more than 02 Years of experience as Store Keeper and knowledge will make me a great addition to your team.

I was attracted to the Store Keeper position because of the firm's reputation for high performance and excellence. Additionally, I believe that I meet all of the key requirements, such as attention to detail, excellent time management skills, good interpersonal skills, and experience . I consider myself to be a valuable asset to your company

I am interested in setting up an interview to discuss how my passion for Store Keeper Position and previous experience could possibly help further to achieve a successful track record for. Thank you for your time and consideration.

Sincerely,

Mohammad Masum Sikder

Cell

+966 540859004

EMAIL

masumsikder678@gmail.com
