



E-mail: khalikqatar@gmail.com
khalikqatar@outlook.com
Mobile #: +974-74404015
Home #: +91-7900008211

EDUCATION

High School Pass
June – 2002
Board of Secondary Education,
Rajasthan

SKILLS

Computer : Well versed
knowledge in MS office
applications.

Languages : English, Arabic, &
Hindi Mother Tang
Hobbies : Traveling &
Reading

What I am looking for:

- Challenging work in a dynamic international environment;
- Deeply involved and enthusiastic professional team;
- Company with defined and developed strategy;
- Excellent opportunity for career growth;
- Personal economic satisfaction and;
- Further training;

Mohammad. Khalid Chouhan

Storekeeper



CARRIER OBJECTIVE

To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks



JOB EXPERIENCE

BAB ISHTAR GROUP W.L.L. (Doha Qatar)

since October 2008 to Present

- ❑ Maintained a store to ensure that it functions smoothly – Made arrangements and placed orders for new stock and equipment whenever necessary.
- ❑ Kept up appropriate records of the materials issued received as a part of the new inventories.
- ❑ Received deliveries of new equipment and ensured that all the supplies are in proper order.
- ❑ Issued supplies as per the demand of the clients and maintained records of the payments.
- ❑ Maintained the budget of all the expenditures incurred and presented the same to the manager of the store.
- ❑ Stored the supplies and items received in appropriate places to avoid misplacement.
- ❑ Reported to the store manager on the regular basis regarding the demand of items so that the future orders can be made accordingly.
- ❑ Monitored the functioning of all equipment's of the store and in case of any failure reported the same to the supervisor.
- ❑ Maintaining and updating Quality Procedures.
- ❑ Takes care of the company's store.
- ❑ Coordinates externally with the buyers and internally with the production department.
- ❑ Go to travel if needed to seek another customer and bring some samples from defined places.
- ❑ Clarify product availabilities and delivery time of orders
- ❑ Work outside such as meeting for clients to introduce new and latest design
- ❑ Follow up and assists orders if delayed
- ❑ Helps in putting the display in Carrefour's for bulk orders (implementation).
- ❑ Receiving the items each by counting.
- ❑ Delivery as same purchase order date following.
- ❑ Clarify product availabilities and delivery time of orders.
- ❑ And every six month we are making inventory control counting and fixing the warehouse.
- ❑ Making barcode for each item.
- ❑ Following the store missing stock and directly inform the managing of head.

What I can offer:

- Dynamic, proactive, flexible & self-motivated individual;
- Able to meet challenging deadlines & generate initiatives;
- Able to deliver and communicate focused solutions;
- Good interpersonal and communication skills;
- Strong organizational skills;
- Commitment to quality
- Driving With Indian driving license
- Purchase Item From Supplier

**PERSONAL PROFILE:**

Name: Mohammed. Khalid Chouhan

Nationality: Indian

Date of Birth: 20.10.1982

Status: Married

Passport No: W 0279251

**DECLARATION:**

I hereby declare that the above-mentioned information is truest the best of my knowledge and belief.

Thanking you,

Mohammad. Khalid Chouhan