

# FAIZAN MUJTABA

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**Availability:** Immediate Joining | **Iqama Status:** Transferable

**Target Job:** Storekeeper

**Currently:** Medina - KSA



## OBJECTIVE

A well-mannered, polite, and hardworking Storekeeper with experience of overseeing the day-to-day operations of the store to meet hotel standards & consistently provide seamless guest service.

## WORK EXPERIENCE

### Storekeeper | Receiving Clerk

Ramada Hotel, Mulan, Punjab, Pakistan

Oct 2023 – December 2024

- Receiving goods from vendors by matching physical quantities with delivery note or LPO and invoices and reviewing specification, expiry dates & quality of items.
- Refuse acceptance of damaged, unacceptable or incorrect items.
- Posting receiving of invoices in the system through "Receipt Entry Option" and handing over invoices along with GRN to finance department for further processing.
- Storing the items by keeping items in same category, storing chilled and frozen items in chillers and maintaining right temperature of all stores, properly racking and arranging of items in store.
- Following FIFO method usually while issuing the items as per company rules.
- Issuance of items based on the systematic approved "Store Requisition" to the departments and for sales.
- Placing orders by following the minimum and maximum stock levels in the system.
- Keeping the stores neat and clean to ensure adherence to safety and (HACCP) standards.
- Taking month end inventories in the presence of cost accountant and entering inventory in the system for the purpose of matching physical stocks with system.
- Able to follow standards for issuing and receiving stock the stores area of operation.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Responsible for storage of both food & beverage and operational stock.
- Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
- Ensure cleanliness of all areas keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Making good relations with supplier to received deliveries on time and flexibility in case of payments overdue.

## Receiving Clerk

Ramada Hotel, Multan, Punjab, Pakistan

April 2023 – September 2023

- Received and checked all incoming stock for quantity quality and accuracy against purchase orders.
- Recorded all received goods in the store inventory systems or logbooks.
- Coordinated with store managers and suppliers regarding damaged or missing items.
- Ensured proper labeling pricing and tagging of products before moving to the display area.
- Organized and maintained the back storage area for efficient stock handling.
- Monitored stock levels and reported any shortages to the purchasing team.
- Maintained cleanliness and safety standards in the receiving and storage areas.
- Supported inventory counts and helped in store audits when required.

## ACADEMIC QUALIFICATION

- |                                                                                              |                |
|----------------------------------------------------------------------------------------------|----------------|
| ▪ <b>L.L.B (Bachelors in Law)</b><br>Bahauddin Zakariya University, Multan, Punjab, Pakistan | <b>2017-22</b> |
| ▪ <b>HSSC (Higher Secondary Level)</b><br>District Bhakkar, Punjab, Pakistan                 | <b>2015-17</b> |
| ▪ <b>SSC (Secondary Level)</b><br>District Khushab , Punjab, Pakistan                        | <b>2013-15</b> |

## SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership Skills
- Effective Communication
- MC System
- MS Office Suite
- Data Entry Operations
- Stock Maintenance

## LINGUISTIC PROFICIENCY

- |           |               |
|-----------|---------------|
| • ENGLISH | Advance Level |
| • URDU    | Native        |
| • PUNJABI | Native        |
| • HINDI   | Intermediate  |
| • ARABIC  | Beginner      |

## REFERENCE

References will be furnished on demand.