



MOHAMED SAJAN

SENIOR STOREKEEPER



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Dammam, Saudi Arabia

EDUCATION

B. Tech in Multimedia & Web Technology

University of Vocational Technology

National Diploma in ICT (NVQ Level 05)

Hardy College of Technology

Computer Application Assistant (NVQ - 03)

National Apprentice and Industrial
Training Authority (NAITA)

SKILLS

- Microsoft Office
- Customer Service
- Purchasing
- Construction
- Time Management
- Exemplary Leadership Skills

LANGUAGES

- English
- Tamil
- Sinhala
- Arabic (Basics)
- Hindi (Basics)

ABOUT ME

Focused & goal-driven Storekeeper with strong work ethics, continuously striving for improvement coupled with a commitment to offering quality results. Abilities in handling multiple priorities with a genuine interest in personal & professional development. Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully

EXPERIENCE

AlMutlaq Furniture Mfg.

Storekeeper

2020 February - Present

- Inventory Control and Management
- Receiving material through purchasing order.
- Warehouse Organization and Optimization
- Order Fulfillment and Stock Replenishment
- Data Entry and Record Keeping
- Supplier Coordination and Communication
- Material delivery schedule maintain according to delivery order qty.
- Problem-solving and Conflict Resolution
- Proficiency in Inventory Management Software (e.g., Oracle, D365.)
- Health and Safety Compliance

The Blue Wave Hotel

Storekeeper cum Computer
Operator

2016 April - 2018 November

Inventory Management, Receiving and Inspection, Storage and Organization, Order Fulfillment, Supplier Coordination, Health and Safety Compliance, Data Entry and Management, Report Generation, System Maintenance, Record Keeping, Administrative Support, Communication and Coordination

AWARDS

AlMutlaq Furniture Mfg.

Employee of the Month - August, 2023