



MD SIRAZ ALAM

Date of birth: 5-Feb-1989

Nationality: Bangladeshi

Gender: Male

CONTACT:

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About Me:

I have over **10** years' experience as a **Storekeeper** in Saudi Arabia. Currently I am working as a storekeeper in **ISAM KABBANI & PARTNERS (IKK GROUP)** in Saudi Arabia. I am finishing graduation in National University in Bangladesh. I am looking for a job where I can utilize my skills and experience.

Work Experience:

Current Dammam, Saudi Arabia

Storekeeper, **ISAM KABBANI & PARTNERS.**

Working Project ;

Dhahran, inside of Aramco

Udhailiyah, inside of Aramco

Abqaiq, inside of Aramco

Aramco school project

Yanbu (MARAFIC, YANSAB, SABIC, LUBEREF plant)

Key skills:

- Office administration
- Stock management
- Time management
- Microsoft office and excel
- Data entry
- Inventory control
- Knowledge of ERP & WMS

Roles & Responsibilities:

1. Responsible for the organization of the daily activity of the pick/pack and bundle make-up area in the shipping department. Working closely with transportation, inventory control, quality, safety, and customer service departments.
2. Establishing operational procedure guidelines for the pick/pack and bundle make-up areas.
3. Make a PR, MSR. PO as per the demand of the customer and the job site.
4. Facilitating the receiving department for unloading and put away of incoming materials.
5. Checking merchandise for damaged items, verifying quantity/quality, temperature, and weight.
6. Recording information regarding movements of supplies, materials, and finished products.
7. Inventory and Stock Control (**ERP / WMS system**)
8. Manage inventory levels, stock movement and storage systems

Education:

MSS (2 years' master's degree)

National University in Bangladesh

BSS (4 years' graduation)

National University in Bangladesh

HSC and **SSC**

Camilla board ,Bangladesh

Warehouse management online course.

Language:

ENGLISH: fluent

HINDI AND URDU; good

ARABIC: good

Digital Skills:

Microsoft word, Microsoft excel, google drive, Microsoft office, Outlook, Social Media

Documents:

- All Educational Certificate
- Valid residency card (IQAMA) Transferable
- Passport Copy
- Saudi Aramco id.

I certify that all the information mentioned above are authentic.

Sincerely

MD SIRAZ ALAM