

Hassan Khalil
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Iqama No: 2610713618
Professional on Iqama: Labour
Expiry Date: 22-September-2026

Job Objective: Storekeeper, Timekeeper, Aluminum Technician.

Highlights of Qualifications:

- Substantial experience of store keeping
- Exceptional knowledge of data inventory
- Remarkable knowledge of materials arrangement
- Successfully implementing inventory control system in the company
- Ability to perform task under the supervision and project management.
- Solid understanding of technical manuals and equipment's specifications
- Command complete inward/outward movement of materials.

Professional Experience:

Storekeeper & Timekeeper
Hajweri Food & Bakers Company
June 2019 – September 2022.

Responsibilities:

- Coordinated with industry craft employees and supervisor in operations.
- Performed materials and food management.
- Successfully controlled the related jobs in a smooth and descent manners.
- Properly arranged logbook related to the food supplements take over and hand over.
- Properly maintained materials take out records on daily basis.
- Maintain Delivery notes and inspect materials before receiving.
- Report to management related materials receiving on daily basis by emails.
- Getting approval from management related materials or equipment sending out.
- Payroll best practice, systems and processes preferred
- Final time approval will be the PC on Sunday night
- Assigns, coordinates and reviews the work of clerical staff responsible for updating and maintaining automated and manual timekeeping records and processing payrolls.

Professional Experience:

Aluminum Fabricator

Aluminum Steel Shield UCC Qatar

December 2022 – November 2023

Responsibilities:

- Fabricating doors, door frames, windows, and window frames.
- Creating curtain walls, facades, and shop fronts.
- Building aluminum structures for interior partitions and ceilings.
- Producing and assembling aluminum products for various industries, including construction, automotive, and aerospace.
- Working with aluminum alloys and other metals.

Education:

Intermediate of Computer Science Economics.

2019 – 2021 Government Degree Collage Zafar Wal Sialkot.

Software Skills:

Microsoft Excel, Microsoft Word, Outlook Mails, Power Point.

Language:

Urdu, Punjabi, Arabic, English