

Awad Ahmed Esmail

Dammam, Saudi Arabia • (966) 54-0414-993 • awadahmad1041993@gmail.com

Senior Store Keeper, highly organized and detail-oriented Senior Store Keeper with 9 years of experience in inventory management, procurement, and logistics. Adept at maintaining optimal stock levels, ensuring efficient warehouse operations, and supervising staff to achieve high levels of accuracy and productivity. Proven track record of improving inventory accuracy, reducing costs, and enhancing operational efficiency. Strong problem-solving skills with a focus on safety, compliance, and customer satisfaction.

Experience

2022 – PRESENT

Senior Store Keeper | ALRAWAF Contracting Co. | Dammam, Saudi Arabia

- Oversee Inventory Levels: Maintain accurate inventory records, ensure that stock levels are adequate to meet demand, and reorder supplies as necessary.
- Stock Control: Implement and monitor stock control procedures, including stock rotation and expiration date management.
- Staff Supervision: Oversee the work of storekeepers and other staff, providing guidance, training, and performance evaluations.
- Work Allocation: Assign tasks to storekeepers and ensure that daily operations run smoothly.
- Maintain Records: Keep accurate records of inventory, stock movements, and any discrepancies or damages.
- Reporting: Generate and submit regular reports on inventory levels, stock discrepancies, and other key metrics to management.

2018 – 2021

Store Keeper with financial responsibility | ALHILAL Co. | Qassim, Saudi Arabia

- Budget Preparation: Participate in preparing the budget for inventory and store operations, ensuring alignment with overall financial goals.
- Monitor Expenditures: Track and control expenditures related to inventory purchases, maintenance, and store operations.
- Cost Forecasting: Provide forecasts for future inventory needs and associated costs, helping management plan financial resources effectively.
- Purchase Orders: Authorize and process purchase orders, ensuring that spending aligns with the approved budget.
- Invoice Verification: Verify invoices against received goods and purchase orders to ensure accuracy before approving payments.
- Cost Analysis: Analyze the costs associated with inventory management and identify areas for potential savings.
- Financial Metrics: Track and report on key financial metrics related to inventory, such as turnover rates, and carrying costs.

2015 – 2017

Store Keeper with financial responsibility | ALMARSAD ALHADARY Co. | Qassim, Saudi Arabia

Same previous responsibilities with ALHILAL Co.

Skills

- Inventory Management. • Leadership and Supervision. • Attention to Detail. • Organizational Skills. • Financial Acumen.
- Communication Skills. • Problem-Solving. • Data Analysis. • Logistics Coordination. • Flexibility. • Continuous Improvement.

Education

MAY 2012

Bachelor of Law | Faculty of Sharia and Law | Al-Azhar University.