

MOHAMMAD ALI
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Iqama Number:
Passport Number: EM0821207
Riyadh, K.S.A



Career Objective:

To make life honest, hard work, quality work, company satisfactions and challenging through a creative idea, Knowledge, Education and hard work where I have the opportunity to assert a strong sense of responsibility and acquire target of my Company.

Special Qualification:

Master of Science, Store Arrange and Management, Inventory Management, Stock Management, Computer Diploma course.

Employment History:

Position: Store Keeper

Total Year of Experience: 8 years

21 November 2016 To 20 November 2024

Duties/Responsibilities:

- **Inventory Management:**
Receiving, inspecting, and storing incoming goods; maintaining accurate records of stock levels; monitoring stock levels and initiating purchase requisitions when needed; and coordinating the movement of equipment.
- **Stock Control:**
Ensuring goods are properly stored, labeled, and categorized; conducting regular stock checks and reporting discrepancies.
- **Order Fulfillment:**
Picking and packing orders, coordinating timely deliveries, and handling returns and damaged goods.
- **Record Keeping:**
Maintaining accurate records of all transactions, including receipts, withdrawals, and stock movements; generating reports and assisting in audits.
- **Storage and Organization:**
Maintaining a clean, organized, and safe storage area; ensuring proper storage of goods and optimizing storage space.
- **Coordination and Communication:**
Liaising with suppliers and vendors for orders and deliveries; communicating with other team members to replenish shelves and ensure smooth operations.
- **Compliance and Safety:**
Ensuring compliance with health and safety regulations; implementing and maintaining inventory control procedures.

Field Skills:

1) Client Management. 2) Housekeeping Management. 3) Company Satisfactions. 4) Patient Satisfactions. 5) Team Management. 6) Supply Management. 7) Computer Operator. 8) Computer Diploma course. 9) M.S Word.10) Safety Management. 11) Fire Management. 12) Waste Management.

Language Skill:

Arabic- Speaking, listening; English- speaking, Listening, writing frequently; Hindi- Speaking, listening; Bangle-Speaking, Listening and Writing Frequently.

Academic Qualification:

Exam Title	Subject/Group	Institute	Result	Pass. Year	Duration
Master of Science (MSc)	Mathematics	National University (Dhaka college)	Second Class, Marks :52%	2009	1 Year
Bachelor of Science (BSc)	Mathematics	National University (Govt Bangla College)	Second Class, Marks :59%	2008	4 years
H.S.C	Science	Saver model college	CGPA:3.6 out of 5	2004	2 years
S.S.C	Science	Shantipur Adhorsho high school	CGPA:4 out of 5	2002	2 years
Diploma	Computer	Nayaner Alo Computer	A+	2010	1 Year
Diploma	Computer	Computer World	A	2008	3 Month

Personal Details:

Father's Name : Abdul Hoque
Mother's Name : Arjuda Begum
Date of Birth : 10 August 1987
Gender : Male
Weight (Kg) : 69
Passport No : EM0821207
Passport Issue Date : 9/2/2024
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Bhagoli, Chandohor, Singair, Manikganj.
Blood Group : O+
Iqama No :

Signature with Date: