

HEDAYATULLAH

Storekeeper

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Professional Summary

Experienced and organized Storekeeper with a strong background in managing store operations within Microsoft dynamic store systems. Over 5 years of hands-on experience in raising purchase requests, generating sales orders, receiving materials, processing subcontractor invoices, and issuing purchase orders. Adept at maintaining accurate inventory records, ensuring timely procurement, and supporting daily operations with efficiency and attention to detail. Skilled in coordinating with suppliers, handling documentation, and maintaining proper stock levels to meet operational requirements. Committed to supporting smooth supply chain activities, reducing delays, and contributing to the overall success of projects through effective store management practices.

Professional Experience

Storekeeper

Super Bonanza Companies, UAE

FEB- 2020 – Apr-2025

- Raised and processed over 50+ purchase requests and purchase orders, ensuring timely procurement of materials.
- Managed accurate receipt and documentation of incoming materials, reducing discrepancies.
- Generated and tracked sales orders to support internal and project-based material flow.
- Handled subcontractor invoice submissions and verifications, ensuring smooth processing and timely payments.
- Maintained stock levels and updated inventory in dynamic store systems, improving stock accuracy by 100%.
- Coordinated with vendors and internal departments to fulfill material requirements without delays.
- Implemented better storage and labeling practices, reducing retrieval time and minimizing material loss

Travel Coordinator

Al-Safa Travel Agency, India

Jan 2018 – Feb 2020

- Successfully managed travel arrangements for 30 people per month, ensuring 100% compliance with company policies.
 - Reduced travel costs by 20% through strategic vendor negotiations and cost-effective planning.
 - Implemented a streamlined booking process, reducing approval time by 6 hours.
 - Assisted in visa processing and documentation for international travelers, minimizing delays.
 - Managed expense tracking and reporting, improving accuracy by 100%.
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Education

Bachelor of Computer Application (BCA) -

University Patna (MMHAPU)

- Programing: C, C++, Java
- Database management system: DBMS
- Computer Network, Operating System:

Higher Secondary Education

Bihar School Examination Board (BSEB), Patna

Grade: 58%

Certifications & Diplomas

- Diploma in Computer Operator & Accounting (DCOA) – R.G.L Technologies Patna

Additional Information

- Valid Indian Driving License

Declaration

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the particulars stated in this resume.

Place: Riyadh

Date:

Skills

- Itrade Software Management
- MS Office (Excel, Word, PowerPoint)
- Data Entry & Inventory Management
- Workflow Coordination & Scheduling
- Report Generation & Data Analysis
- Team Collaboration & Problem-Solving

Hobbies & Interests

- Listening New songs
- Reading newspapers
- Cooking
- Learning and adapting to new technologies

Languages

- English: Very Good
- Hindi: Excellent
- Arabic: Average