**MOHAMMAD**

[**MOHAMMAD.358808@2freemail.com**](mailto:MOHAMMAD.358808@2freemail.com)

**Professional Summary**

Performs and responsible for all warehouse operations and activities including receiving and issuing of materials, coordinating stock, documenting warehouse transactions, maintaining records, generate weekly and monthly reports, annual and biannual inventory reporting and responsible for filing and management of all documentation in the office. Also expertise in stocking activities; stores and distributes material; handling and managing the personal safekeeping and perform related work as required

**Highlights**

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| --- | --- |
| * ERP Oracle * Creating IR/PR/PO | * Inventory Control * Stock Replenishment |
| * Material Management * MS Office | * Quality Check * Fire & Safety |

**Accomplishment**

In the absence of Store Manager, I was responsible to perform all his duties and related activities; and in his presence, assisting him to smooth operation of warehouse

**Experience**

**Storekeeper October 2004 to May 2016**

**Saudi Oger Ltd, Riyadh, Saudi Arabia**

* Organize and maintain inventory and storage area
* Ensure shipments and inventory transactions accuracy
* Receiving materials as per supporting document (delivery notes, purchasing orders and invoices) and updating the system and records accordingly
* Issuing the materials only against a properly signed and approved material requisition (MR/IR) and update the system and records accordingly
* Generating the internal requisition (IR), purchase request (PR) and material delivery order (MDO) accordingly for stock items in Oracle ERP System
* Perform all assigned duties efficiently and technically accurate, follow the company policies and procedures
* Plan daily distribution and ensure the receipt of acknowledgement copies of the dispatch
* Ensure that daily transfers are updated and confirmed in MIS/IT system on time
* Maintain and report warehouse inbound and outbound documentation /MIS
* Ensure and maintain optimum inventory levels
* Monitor inventory accuracy, excess stock and stock obsolescence
* Identify opportunities for inventory reduction, dead-stock moving
* Provide timely support for project stock requirements
* Carry out cycle count activities (conduct physical cycle count, identify the discrepancies between system data and physical availability of materials, summarize the discrepancies and generate reports, analyze the root causes of discrepancies and prepare variance form for approval)
* Ensuring health and safety regulations are strictly observed
* Monitoring the quantities available in stock and issuance and its deliveries
* Inspecting, reporting and updating of inventory quantity
* Inspection and verification of received materials
* Stock counts and inventory accuracy
* Overall responsibility for the safe storage and handling of all materials
* Maintain the warehouse at the highest standards of cleanliness
* Ensure the warehouse operations comply with safety standards
* Ensure perfect documentation of all warehouse transactions
* Maintain all activities of records management i.e. administration, control, integrity check, receipt, storage and retrieval
* Classifies and assigns records and sort information according to their type
* Manages database and ensure that all records are up-to-date
* Responsible for coordination with concerned departments regarding checking
* Prepares reports, presentations, memorandums, proposals and correspondence
* Maintain file documentation and comprehensive filing and records management system for all outgoing, incoming and internal documents
* Monitors and maintains office operations
* Respond to requests for information and advice
* Performing other additional responsibilities
* Implementing all processes and procedures related to the store
* Posting of all store transaction in ERP systems
* Health and safety for warehouse operations
* Contacting supplier and buyers
* Processing and documentation

**F&B Associate March 2002 to October 2004**

**Hotel Mayfair Pvt Ltd, Mumbai, India**

* Making requisition of restaurant items for service
* Taking orders and assisting in service, preparing and settlement of bills/checks
* Ensure hygiene and sanitation, cleanliness and safety of service areas and staff
* Mise-en-scene and mise-en-place before restaurant opens
* Handling daily operation in speciality restaurant
* Taking room service orders and preparing bills & checks
* Monitoring the quality of the product and service provided
* Key relationship with the managers and supervisors within the F&B outlets
* Liaison with other departments as required

**F&B Service Associate November 1999 to March 2002**

**Suman Motels Ltd, Jaisalmer, India**

* Experience in handling store function and inventory control
* Maintaining records of issues and receipts and store management
* Preparing breakage and loss report for operating equipment
* Key relationship with the managers and supervisors within the F&B outlets
* Liaison with other departments as required
* Making requisition to store indent and market list
* Taking daily and monthly inventory in the kitchen
* Making duty roaster and requisition to store indent
* Organizing, leading and motivating the F&B staff
* Making MRR, purchase requisitions etc.
* Preparing daily log sheet

**Computer Skills**

**Independent Coursework: Software Application 2000-2001**

**Microsoft Office, Jaisalmer, India**

Windows XP, 7 &10, MS Word, Excel, Access, PowerPoint, Outlook, Internet Explorer, Oracle ERP, Unix Operating Systems

**Education**

**Bachelor of Science - Chemistry 1995**

Lalit Narayan Mithila University Darbhanga

**Personal Facts**

* Date of Birth: January 05, 1974
* Sex & Marital Status: Male, Married
* Languages: English, Hindi, Urdu, Arabic & elementary of Persian