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Abdul

[Abdul.365747@2freemail.com](mailto:Abdul.365747@2freemail.com)

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Objective:-

A highly motivated, confident person with exceptional multi-tasking and organizational skills. Having broad experience of identifying the needs of corporate customers. Possessing a significant record of experience in Store management and able to quicklyunderstand the mission, vision and the values of an organization. Now looking for a new and challenging position, one which will make best use of my existing skills and experience and also further my personal and professional development*.*

**Academic Qualification:**

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| S/No. | Certificate/ Degree | Passing Year | Division/Grade | Board/University |
| 1. | Sec. School Certificate | 2000 | 1st | Sec. Board Mirpur A.K |
| 2. | H.S.S. Certificate (Pre Engineering)` | 2002 | 2nd | Sec. Board Mirpur A.K |
| 3. | Dispenser | 2004 | A | PMI Mirpur AJK |
| 4. | General Health & Safety | 2007 | ‘’ | ETA Consultancy Dubai UAE |
| 5. | Computer & its Applications | 2008 | ‘’ | Zabeel Institute Dubai UAE |
| 6. | Logistics & Supply Chain Professional(IPSCMI USA) | 2010 | ‘’ | Blue Ocean Academy Dubai UAE |

**Skills & Speciation**

1. Familiar with WHL Industry.Throught knowledge of Inventory control process, Material handling, Warehousing System, Transportation, Import & Export.
2. Familiar with description (specification, unit of quantity, application) of material in order to provide the right materials requisitioned.
3. Familiar with location of material in order to locate and issue the requisitioned material in time and of the right quantity.
4. Complete knowledge of Occupational Safety and Health Administration (OSHA), Uses of Hand & Power tools, PPE, Principal of Fire and Fire Safety and Control of Substances Hazardous to Health.
5. Well command on Microsoft Office Package, M/S Excel, Words, Outlook, PowerPoint, Internet, emailing.
6. Working with ERP software, Fact (Integrated Business Management Soft.) Focus and Sales force.
7. Having very command over English -spoken & written.
8. Strong Communication and analytical Skills.
9. Hardworking, able to multi – task assigned field and can work under pressure.
10. Able to learn and apply quickly and effectively.
11. Excellent Customer Service skills
12. Result oriented with Decisions making & Problem solving ability
13. Excellent Driving skills and Good experience to drive the Light Vehicle & Operating the Forklift.

**Experiences.**

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| Company: | Sky Steel Systems | Industry: | Engineering & Production |
| Job Title: | Sr. Store Keeper | Department: | Finance Department |
| Location: | Dubai U.A.E | Duration: | 27, Aug. 2014 to Till Date. |
| Report to: | Finance Manager. |  |  |
| Job Responsibility:   1. Provides direction, guidance and assistance to other warehouse employees in carrying out the efficient and effective operation of the Warehouse. 2. Maintains an inventory control system for the Warehouse to ensure goods received, stored and shipped from the Warehouse are properly recorded and accounted. 3. Requisitions supplies, materials and equipment to ensure adequate inventory levels are maintained. 4. Ensures warehouse inventory is organized and stored in an orderly, access able and safe manner. 5. Assigns, monitors, coordinates and participates in the shipping and receiving work of Storekeepers. 6. Trains and advises warehouse employees in materials handling procedures and in the operation of equipment used. 7. Contacts suppliers regarding shortages and condition of materials and equipment received. 8. Match all the received materials to purchase order, delivery note and invoice. 9. Approve and forward the matched invoices to the Finance department. 10. Reject any material that does not match purchase order. 11. Raise a discrepancy report in case of material rejection and forward it to Purchase. 12. Co-ordinate with Quality Department for approval the materials. 13. Organize the store according to material code and for easy recall upon request. 14. Issue or distribute materials, products, parts, and supplies to customers or workshop, based on information from incoming requisitions. 15. Ensure the store is clean and safe area to work. 16. Track the inventory level of all stock items and request up on low and high level with lead time consideration. 17. Review and check all the requested material from the store and ensure proper documentation. 18. Stocktaking the inventory on annual basis and compare it to system level. 19. Identify all the damaged materials and arrange for approvals for selling. 20. Sell the obsolete Materials. | | | |

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| Company: | Bin Moosa & Daly LLC | Industry: | Logistics & Warehousing |
| Job Title: | Warehouse Storekeeper | Department: | Logistics |
| Location: | Abu Dhabi U.A.E | Duration: | Feb. 2012 to Jun. 2014. |
| Report to: | Warehouse Supervisor. |  |  |
| Job Responsibility:  Receive shipments and ensure both quality and quantity • Trace, track and expedite purchase processes • Create and maintain contact with vendors and customers to ensure timely delivery of goods • Interact with third party logistics service providers • Ensure accuracy of all inventories • Maintain communication with warehouse staff to ensure proper working order • Review bills, invoices and purchase orders • Ensure all payments are processed in time • Assist customers with inquiries • Create packing lists and update shipment information in database • Organize files both manually and electronically • Coordinate deliveries for repaired or returned items • Ensure that the warehouse has sufficient space for incoming deliveries • Ensure that all items are properly numbered and tagged • Dispose of unserviceable or damaged items • Conduct safety procedures for outbound shipment vehicle • Manage warehouse security related work. | | | |

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| Company: | Bisha Steel Ind. | Industry: | Manufacturing |
| Job Title: | Assistant Store Keeper | Department: | Store |
| Location: | Dubai U.A.E | Duration: | Nov. 2009 to Jan. 2012. |
| Report to: | Store Supervisor. |  |  |

Job Responsibility:

1. Personally make health and safety a priority ensuring comply with all Safety & Health Instruction.
2. Comply with the policies and procedures of the Company.
3. Work in a safe and orderly manner.
4. Maintain a clean, tidy and safe working environment at all times.
5. Adhere to the Company’s procedures and legal duties with regard to environmental polices specifically the

recycling of packing & waste product.

1. Ensure all the property and equipment are use is maintained and not recklessly damaged.
2. When necessary assist in other areas, within our capabilities and training.
3. Ability to respond to production demands ensuring the supply of raw materials to the production

facilities is both accurate and on time.

1. Undertake refuse collections across the site and replenishment of waste bins.
2. A flexible approach and ability to multi task within the team is necessary.
3. Ensure the differing types of raw materials handled are done so in a safe manner.
4. Considering the hazards and risks to others and the environment.
5. Have a courteous manner to all visitors including collection and delivery personnel .
6. Communicate with Department Supervisor frequently during my shift to ensure the

Requirements of the production plan are met

1. Work as part of a team player.

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| Company: | Madar Steel Ind. | Industry: | Manufacturing |
| Job Title: | Assistant Store Keeper | Department: | Store |
| Location: | Dubai U.A.E | Duration: | March. 2007 to Nov. 2009. |
| Report to: | Store Keeper. |  |  |

Job Responsibilities:

1. Receiving & Inspection the material as per Packing List.
2. Moving the materials to specific area by using the Crane or Forklift.
3. Issuing the material as per packing List and load to the truck by using the forklift.
4. Ensuring that the Material is in perfect Quality & Quantity.
5. Take care of Stock Material in Storage area.
6. Ensure products are properly stored and labeled.
7. Perform other duties as in instructed by Supervisor.
8. Maintain cleanliness of the store area.
9. Ensuring that the work is in Safe Environment
10. Coordinate with Quality & Logistics Department.

**Driving License Details**

Have Valid UAE Driving License for Light Vehicle Issued from Dubai UAE.