

**ZUBAIR**  
**STORE KEEPER**  
**UAE Experienced**



## Objective

To work in an environment which encourages me to succeed and grow professionally Where I can utilize my skills and knowledge appropriately.

## Experience

### **Kalyani Road Carriers, Karimnagar** **store in charge**

**01/01/2019 - 25/01/2024**

1. Maintaining the store in proper way.
2. Maintaining the drivers duty schedule daily.
3. Maintain the staff and miscellaneous files.
4. Checking the parts properly after receiving them from the AL Warehouse.
5. Maintaining the store neat and clean.
6. Checking driving license expire date of driver's driving license.
7. Checking insurance expire date of vehicle.

### **Juma Al Majid Est., Dubai** **Store Keeper**

**27/04/2011 - 31/08/2018**

1. Handling store in a proper way with all clean area.
2. Making the Estimation and Quotation with help of ERP Software.
3. Checking the part number with the help of Web Page Cataloge.
4. Checking the parts after receiving from branches, warehouse and from courier.
5. Ordering the parts as per the customer order & Maintaining the stock order.
6. Receiving the calls and giving the proper response to the customer and branches.
7. Making the annual inventory as per the schedule.
8. Maintain the body parts as per the location wise & small parts in bin
9. Maintaining the fast-moving parts and non-moving parts separately.

### **Hema Hyundai Pvt Ltd., Karimnagar** **Store Keeper**

**13/11/2008 - 08/12/2010**

1. Checking the spare parts properly after receiving from Mobis by transport.
2. Maintaining and Ordering the stock order month wise
3. Maintaining the fast-moving parts and non-moving parts separately.

**ALF Electric Company, Dammam, K.S.A**

**16/05/2004 - 23/11/2007**

**Branch Secretary**

1. Preparing the purchase orders and invoices with the help of ERP Software Navisation.
2. Arranging the weekly meeting with salesman.
3. Sending the invoices to head office month wise.
4. Attending the calls and checking the e-mail and replaying them.

**Education**

Algappa University Chennai	June 2016
MBA(HRM) 62%	
Kakatiya University India	June 2000
B.B.M (Sales & Marketing) 52%	
Board of Intermediate	June 1997
63%	
Secondary School Certificate	June 1995
72%	

**Skills**

Hardworking, Good listener & quick decision maker, Problem solving abilities, Teamwork, Multitasking skills.

MS office tools, 30w.p.m English typing speed, Basic knowledge of ERP & Oracle clouds.  
Operating system – windows XP, windows vista windows 7, windows 10 and windows 11

**Personal Details**

Nationality : Indian  
Date of Birth : 16/03/1980  
Marital Status : Married  
Visa Status : UAE Visit Visa  
Marital Status : +971505657275 [zubair-406036@2freemail.com](mailto:zubair-406036@2freemail.com)

**Achievements:**

Awarded Certificate as Employee of the month Aug-2014 with high performance and dedication.

Received **Online Training Programme – Level I Certificate** from Mobis 20<sup>th</sup> April, 2014.

Received **Excel Online Parts Accreditation Program Certificate** from Mobis 25<sup>th</sup> September, 2017.

## REFERENCE



**ANUP P BHATIA**  
**HR CONSULTANT**

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