

Abdul

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OBJECTIVE

* Seeking a position as a Store Keeper with a reputed organization, which would maximize opportunities to develop and implement new and effective strategies; to implement positive ideas, utilize personal insights and potential to produce desired results.

PROFILE

* More than 14 years experienced in Store Keeping.
* Have 3 years experience in Saudi Arabia & 2 Years above in UAE.
* Can work efficiently in a computerized environment.
* Proficient in MS Office applications / Fair working knowledge of Tally.
* Proficient in working on FIFO / LIFO system.
* Good communication skills in English.
* Excellent team player, who can share responsibilities during crisis.
* Highly optimistic & self-motivated
* Can work under pressure & meet deadlines.

## EXPERIENCE *Store Keeping*

***(In-charge of Stores Department construction materials were maintained and distributed)***

* Supervised activities such as issue and receipt of materials.
* Responsible for provisional acceptance as per order.
* Arranged material inspection; handled documentation in accordance to the established procedures.
* Issued materials as per users’ request through FIFO / LIFO system as the case may be.
* Monitor shelf life expiry of items in stores.
* Inform the purchase department about the stock position of materials.
* Packing and sending out completed orders to customers.
* Maintain inventory levels in adherence to the prescribed norms so as to cut down obsolete inventory.
* Prepare MIS Reports.
* Responsible for maintaining optimum stock level considering material lead time & consumption.
* Cataloged / labeled items with storage details to enable easy identification.
* Conducted stock verification periodically to ensure accuracy in stock accounting.
* Entered details of received delivery slips; requisitions and invoices into computer.
* Responsible for keeping the work area neat and tidy.

#### EDUCATION *Bachelor Degree in Arts (B.A),* Manonmaniam Sundaranar University, India

 ***Diploma in Computer Hardware*,** India

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**COMPUTER** MS Office; Tally 5.4

**SKILLS** Internet Application and Email

**HISTORY *Store Keeper,*** M/s. Oger Dubai L.L.C. Dubai, U.A.E. - (November 2007 – February 2010)

 ***Store Keeper,*** M/s. Saudi Oger Limited, Riyadh, Saudi Arabia. - (March 1999 – Feb. 2002)

 ***Store Keeper,*** M/s. A.M.K. Constructions, Chennai, India. - (March 2012 – Feb. 2014)

 ***Stores Supervisor,*** M/s. Mega Soft (Drinks) Pvt. Ltd., Chennai, India. - (Aug. 2002 – July 2005)

 ***Store Keeper cum Purchaser,*** M/s. Mymoon Medical Agencies, Chennai, India. - (July 1994 – June 1998)

**PERSONAL Nationality :** Indian

 Gender : Male

 Religion : Islam

 Date of Birth : 18th May 1971

 Status : Married

 Place of Issue : Madurai, India

 Date of Expiry : 03.10.2022

**LANGUAGES** English; Arabic; Hindi; Tamil & Malayalam.