** SAMEER**

**E-mail:** **sameer.385183@2freemail.com**

**Objective:** To Pursue a challenging term career in the field of Construction Business as a `Storekeeper` I can Utilize my skills innovative ideas & ready to face new challenges.

**Brief Overview:**

Seasoned Store keeper with expertise in warehousing that exercise general control over all activities in the stores department. Knowledgeable in Stores applications and maintenance of proper records. Initiates material requests coming for different construction sites and timely follow-up of purchase order from different suppliers in order making sure that there are adequate stock in the store. Conducts actual physical stock inventory.

**Strengths:**

* Friendly, outgoing person adapts easily to various situations.
* Open to learn new skills and willing to work long hours, as required.
* Good communication and interpersonal skills.
* Sets high standards for self and staff.
* Good sense of humor.
* Enjoy Problem solving and taking challenges.
* Takes Pride in providing a high level of service.
* Able to work under own initiative.
* Result oriented.

**QUALIFICATIONS**

* Secondary School Passed ( Aligarh Muslim University, Aligarh , India ) Year of Passing 2002

**COMPUTER PROFIEIENCY**

* Diploma in Computer Application (DCA ) ( Course Period Jan 2005 – Dec 2005 )
* Working Knowledge of MS OFFICE, Word, Excel, Outlook, PowerPoint, Email, Internet, and Oracle software.

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**PROFESSIONAL EXPERIENCE**

**ALPHA STAR TRADING (ETA & AL GURAIR GROUP OF COMPAINES)**

**DUBAI, UAE. (2008 – Present)**

A leading trading company from Al Ghurair Group catering MEP Products to Electro-mechanical industries across UAE, Qatar, Saudi Arabia and India.

**STORE KEEPER , STORE IN CHARGE (2008 – at Present )**

* Responsibilities based on Trading Store in Dubai.
* Organizing the place as per packing list for all international consignment materials by coordinating with Logistic dept. and reporting them for damaged goods or container.
* Goods Receiving from Supplier with good condition in quantity and quality and keeping all materials in proper manner in our store and reporting to Purchase/Logistic for damage materials.
* Making Materials Receipt Entry for received good as per packing list
* Organizing all the materials according to designated storage place and procedure.
* Making the Deliver Order as per Sales Order and deliver the materials to site as mention in customer LPO
* After getting the acknowledgement in delivery order and forward to head office for making invoice.
* Making the warehouse transfer entry for transferring the materials from one warehouse to another warehouse.
* Keep the Store as per Safety & Security Procedure.
* All Inward and Outward materials entry in system by using Oracle Software (Orbits).
* Keeping the Imprest Money for Store Expenses.
* Maintain the minimum stock as per movement of stock and approval sites requirements.
* Conducting periodical inventory and coordinating with Stock Control section for physical counting.
* Preparing monthly reports like Consignment report, Sales order / Delivery Order report, Monthly stock report and Daily Report.
* Handling Laborer for store activities.

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|  | **PASSPORT & VISA DETAILS** |  |  |  |  |
|  |  |  |  |  |
|  | Nationality | : | Indian |  |  |
|  | Date of Birth | : | 17 Aug 1987 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Visa Status | : | UAE Residence Visa  |  |  |

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|  | **PERSONAL DETAILS** |  |  |  |
|  |  |  |  |  |
|  | Sex. | : | Male |  |
|  | Date Of Birth | : | 17 Aug 1987 |  |
|  | Religion | : | Islam, Muslim |  |
|  | Marital Status | : | Married |  |
|  | Driving License. | : | Light Vehicle U.A.E.  |  |



**LANGUAGE KNOWN**

* **English, Hindi, Arabic**

**DECLARATION**

The above mentioned details are true to the best of my knowledge and given a chance,

I shall discharge my duties to the entire satisfaction of my superiors.

Hope that credentials satisfy your requirement and looking forward for further contacts.

(SAMEER )

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