

MOTAZ MOHAMMED ALI OSMAN

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Organized storekeeper with 15 years of experience managing inventory effectively and ensuring smooth operations. And achieving the highest level of organization profitability through excellent use of available resources to control, preserve and maintain the safety of the inventory, including manpower, facility and machinery. Proficient in overseeing stock levels, conducting audits, reducing storage cost and contributing to achieving the organization's goals and profitability. Able to optimizing warehouse layout for improved productivity. Performing required tasks and verifying good performance. Strong attention to detail and excellent problem-solving skills and ability to lead a work team or work alone, Applying analysis and strategic to insure inventory and goods flow.

SKILLS

- multitask and prioritize
 - Strong attention to detail and organizational skills
 - Ability to work effectively in a team
 - Excellent communication and interpersonal skills
 - Ability to stand for extended periods
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|------------------------|-------------------------|----------------------|
| • ERP System | • Packing | • Retail Sales |
| • Customer Service | • Data Analytics | • Strategic Planning |
| • Daily Operations | • Organization Skills | • Teamwork |
| • Problem Solving | • Stock Management | • Microsoft Excel |
| • Interpersonal Skills | • Record Keeping | • Microsoft Access |
| • Inventory Control | • Customer Satisfaction | • Microsoft Word |

WORK EXPERIENCE

Store Keeper | AlSayad Trading and investment co Ltd, Khartoum, Sudan

(May/2007) – (Oct/2023)

- Maintain the store, updated inventory, certify delivery notes, conduct inspection for the materials, issue the materials as needed, and update the stock inventory on regular intervals.
- Proper stacking and labeling for the store stock, Taking delivery of all incoming materials and reconciling with purchase orders.
- Planning to ensure before stock falling to low level the material request has been initiated.
- Stock rotation and coordinate the disposal of surpluses.
- Track documents and resolve any discrepancies on received orders.
- Ensure accuracy of the department inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels. Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Oversee the handling of freight, the movement of equipment.

- Inspect all receiving materials in case of any damaged items back to suppliers.
- Doing other job or duties assigned by the management as and when required.
- Follow policies and procedures for the safe operation and storage of tools, equipment, materials and machines.
- Forklift Operation and other machinery skills

A C C O M P L I S H M E N T S

- ACCOMPLISHMENT: [Designed ERP system] by analyzing the company's data and basic requirements that led to inventory control, analysis of withdrawals, and facilitation of decision-making.
- ACCOMPLISHMENT: [Designed ERP system] to Manafie Trading and investment Company.
- ACCOMPLISHMENT 2: Training new storekeepers.

E D U C A T I O N

- Bachelor of Information Technology | Open University of Sudan , Khartoum ,Sudan (2016)
- Intermediate Diploma of Computer Engineering | University of Gezira , Khartoum ,Sudan (2004)