



**Hichem
Ladaycia**
Store Keeper

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SUMMARY

Detail-oriented and seasoned Storekeeper with a proven track record in managing inventory and materials within both petroleum and iron factory environments. Possessing comprehensive knowledge and hands-on experience in optimizing warehouse operations to ensure seamless supply chain management. Skilled in implementing robust inventory control measures, conducting meticulous audits, and maintaining accurate records to uphold regulatory compliance and operational excellence. Proactive in collaborating with cross-functional teams to forecast needs, coordinate logistics, and streamline procurement processes. Seeking an opportunity to apply expertise in a dynamic organization that values efficiency, accuracy, and continuous improvement.

EXPERIENCE

Store Keeper

2021 - 2024

Petro Petroleum Company, Algeria

- Managed inventory control for a diverse range of petroleum products, including gasoline, diesel, and lubricants, ensuring precise tracking and optimal stock levels to meet customer demand and operational requirements.
- Oversaw the entire process of receiving, storage, and distribution of petroleum products, adhering strictly to safety protocols and regulatory standards such as OSHA and EPA guidelines. Implemented rigorous safety measures to prevent accidents and spills.
- Conducted frequent inventory audits and reconciliations to uphold data accuracy and identify discrepancies promptly. Utilized advanced inventory management software to monitor stock movements and minimize inventory shrinkage.
- Collaborated closely with suppliers and logistics providers to coordinate the timely delivery of petroleum products, maintaining strong relationships to negotiate favorable terms and ensure continuous supply chain efficiency.

Store Keeper

2018 - 2021

Iron Masters Iron Factory, Algeria

- Developed and implemented robust inventory control procedures to enhance accuracy and efficiency. Utilized inventory management software to monitor stock levels, anticipate demand fluctuations, and minimize discrepancies through regular audits.
- Collaborated closely with production and procurement teams to forecast material requirements and maintain optimal inventory levels. Facilitated seamless communication to align inventory strategies with production schedules, reducing delays and ensuring continuous workflow.
- Implemented stringent safety protocols to maintain a safe working environment in compliance with industry standards and regulations. Conducted regular safety inspections, trained staff on safety procedures, and enforced best practices to prevent accidents and ensure workplace safety.
- Maintained a clean and organized warehouse environment to streamline operations and improve efficiency. Implemented systematic storage methods, optimized layout for easy access, and adhered to cleanliness standards to facilitate smooth material handling and inventory management.

EDUCATION

Arabic Language

2006 - 2007

Khatib Ibrahim High School

Developing language skills involves exposure, practice, and continuous learning. Practice in speaking, writing, and receiving feedback refines proficiency. Formal education and self-study with resources like textbooks and language apps enhance understanding. Setting achievable goals and integrating language use into daily life fosters consistent improvement.

CERTIFICATES

Certificate in General Management

Present

SKILLS

Problem Solving

Supplier Coordination

Team Collaboration

Warehouse Operations

Safety and Regulatory Compliance

Inventory Management

Inventory Auditing

LANGUAGES

Arabic

Native

French

Fluent

English

Intermediate