



# MOHAMED FAROOK SAFEER AHAMED

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 Safeer Ahamed  Farook Safeer  Safeer Ahamed

## OBJECTIVE

Highly organized Senior Storekeeper with 7 years of experience managing inventory effectively and ensuring smooth operations. Proficient in overseeing stock levels, conducting audits, and implementing efficient ordering systems. Proven track record of optimizing warehouse layout for improved productivity. Proficient Storekeeper with efficient & highly successful store operations. Organized & effective at encouraging staff, Analytical problem solver with team building & management success. [ Experienced in Supervisor, Senior Storekeeper, Sales Representative, Warehouse In-charge & Cashier ]

## EXPERIENCE

03/09/2023

-

25/06/2024

- **Supervisor**

Elegant Home Decoration

- \* Managing the workflow of their employees, creating team schedules and delegating tasks.
- \* Assessing the work performance of their employees and identifying areas that need improvement.
- \* Ensuring that business goals, deadlines and performance standards are met
- \* Training and onboarding new hires to make sure they understand their roles
- \* Setting goals for workers and making sure they comply with the company's plans and vision
- \* Recommend new employees to the human resources team based on an assessment of their performance
- \* Reporting performance records and evaluations to HR and senior management

04/08/2017

-

25/08/2023

- **SENIOR STOREKEEPER**

ELITE PAPER RECYCLING [DOHA-QATAR]

- \* Data Entry, Document Controlling, Finished Product Stock Maintenance, Local Purchasing & Issue Materials
- \* Finished Product Labeling & Barcoding to All Stocks, Arranging & Despatch Materials

- \* Keep Inventory up-to-date ,Maintaining Store & Workers,Creating Purchase Orders , Invoicing
- \* Maintain Main Store To Branch Store Transfer Details Upto Date, Arrange Sales Materials Customer Wise in Store , Arrange Spare Parts Store According to Class.
- \* Experienced In Al Qawi Accounting Software (2 Years) Experienced In ERP Phenix Accounting Software (4 years)
- \* Oversaw daily store cleaning & general store maintenance to keep high company standards.
- \*Check invoices from suppliers against physical stock levels to identify discrepancies.
- \*Stocked & restocked inventory upon delivery receipts, maintaining accurate supply records.
- \*Monitored stock level & wrote timely order supply request to replenish merchandise.
- \*Planned logistical operations for safe transpotation,storage & sale of goods.
- \*Maintained detailed & current record of inventory,personal activities & business finances.

18/07/2016  
-  
26/07/2017

- **Sales Representative**  
ELEPHANT HOUSE SOFT DRINKS DISTRIBUTORS [SRILANKA]
  - \* Identify new markets and customer needs  
Develop and implement sales strategies
  - \* Present, promote, and sell products/services using solid arguments to existing and prospective customers
  - \* Research and analyze sales options  
Maintain sales activity records and prepare sales reports
  - \* Conduct market research to understand competitors and market trends
  - \* Collaborate with team members to achieve better results
  - \* Attend conferences, meetings, and industry events

22/06/2015  
-  
06/07/2016

- **WAREHOUSE IN-CHARGE**  
ELEPHANT HOUSE SOFT DRINKS DISTRIBUTORS [SRILANKA]
  - \* Stock Maintenance In & Out Upto Date, Inventory Control,Space Utilization
  - \* Following Despatch ,Maintain Warehouse Safety & Security
  - \* Constantly Work to Improve Proccesses , Motivating & Training the Staff
  - \*Improved warehouse layout to maximise storage space.
  - \*Managed warehouse inventories, Suggesting & implementing ideas to improve product movement processes.

- \*Analyst inventory reports to achieve strong product availability.
- \*Reported daily warehouse performance data & updated in company logs.
- \*Planned work rotates to optimize team performance & target achievement.

02/02/2014  
-  
14/05/2015

- **CASHIER**  
NOLIMIT BOUTIQUE [SRILANKA]
  - \* Handle cash, credit, or check transactions, Issue change, receipts, refunds.
  - \* Scan goods and collect payments, Ensure pricing is correct.
  - \* Count money in cash drawers at the beginning & end of shift.
  - \* Bag items carefully , Keep reports of transactions & Keep neat & clean checkout areas.
  - \* Reduced customer waiting times through optimized checkout processes.

## EDUCATION

- [ 2010 ]
  - **GCE ORDINARY LEVEL**  
ZAHIRA COLLEGE  
\* PASS
- [ 2013 ]
  - **GCE ADVANCED LEVEL**  
ZAHIRA COLLEGE  
\* PASS
- [ 2014 ]
  - **DIPLOMA IN ENGLISH ACCESS PROGRAMME**  
BRITISH COLLEGE OF EDUCATION  
\* MERIT
- [ 2011 ]
  - **CERTIFIED IN MS OFFICE**  
GLOBAL COLLEGE OF COMPUTER STUDIES  
\* Grade - B
- [ 2011 ]
  - **CERTIFIED IN GRAPHIC DESIGNING**  
GLOBAL COLLEGE OF COMPUTER STUDIES  
\* Grade - B
- [ 2011 ]
  - **CERTIFIED IN COMPUTER HARDWARE**  
GLOBAL COLLEGE OF COMPUTER STUDIES  
\* Grade - B
- [ 2011 ]
  - **CERTIFIED IN SPOKEN ENGLISH**  
GLOBAL COLLEGE OF COMPUTER STUDIES  
\* Grade - A

## SKILLS

Superior Written & Oral  
Communication

100%

Good Knowledge Of  
Occupational Hazard

100%

Team Working & Leadership  
Skills

100%

Accurate In planning & Problem  
Solving

100%

Preplanned & Organized in Works

100%

Customer Service

100%

Team Leadership

100%

Inventory Control

100%

Inventory Management

100%

Staff Training

100%

Retail Sales

100%

Outstanding Communication Skills

100%

Customer Service Skills

100%

Self Motivated

100%

Store & Store Worker Management

100%

## LANGUAGES

- ENGLISH
- TAMIL
- HINDI
- SINHALA

## PERSONAL DETAILS

- Date of Birth : 22/06/1994
- Marital Status : MARRIED
- Nationality : SRILANKAN
- Religion : ISLAM
- Gender : MALE
- QID : 29414410159



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