

Contact

Phone

Qatar: +974 30551535 ; **India:** +919557988085

Email

khanshawn1234@gmail.com

Address

Doha, Qatar

Personal Details

Date of Birth

January 14th 1992

Nationality

Indian

Marital Status

Single

Driving License

Valid Indian and Saudi License

Passport

Valid Indian Passport

Education

2014

Bachelors of Commerce

M.J.P Rohilkhand University Bareilly

2011

Intermediate

Greenwood Sr. Sec School (C.B.S.E)

2009

High School

National Institute of Open School

Technical Skills

- Internal Auditor Training Course ISO 9001:2015 TUV SUD Middle East L.L.C. (2023).
- Six Months Diploma in Tally ERP9 (2014).
- One year Diploma in Software Management (2010).

Operating System: Windows 7/8/10 & MacOS.

Software: Integrated Logistic System with Oracle 12 C & Oracle Agile.

Language

English, Arabic, Urdu, Hindi

Hobbies

Sports, Travelling, Reading books, Volunteering.

CURRICULAM VITAE

Shahnawaz Khan

Senior Store Keeper

Objective

Looking forward to working in a competitive and prosperous environment. I am versatile by nature with an inclination to learn new things and ability to grasp things with a little orientation. I have 7 years of work experience in India as well as overseas.

Strength

Sincere, Hard Working and Result Driven, Eager to learn new things quickly, Adaptable/flexible to work any kind of environment and timings.

Professional summary

Highly organized storekeeper with more than 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.

Experience

● April 2022 to Present

Pipeline Supplies & Services Co. W.L.L (DOHA-QATAR)

SENIOR STORE KEEPER

- Perform stock related duties like returning, packing, labelling and pricing goods.
- Generate a material received report (MRR) timely.
- Report damaged inventories for record-keeping and reimbursement.
- Ensuring proper completion of documentation to place an order and make a purchase.
- To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
- To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
- Ensuring proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- Maintain cleanliness of work and supply storage areas.
- Maintain records of all deliveries.
- Documentations, PO (purchase order), PL (packing list), MIR (material inspection report), MRV (material return voucher), DN (delivery note), MTC (material test certificate).

● April 2019 to January 2022

Mahindra First Choice Services Ltd. - INDIA

SPARE PARTS INCHARGE

- Handling customers & cash counter.
- Working as a store in charge.
- Knowledge of preparing computerized billing.
- Receive & dispatch goods as per requirement of the customers.
- Knowledge of maintaining weekly & monthly report.
- Responsible for supplying replacement parts to auto dealership.

● July 2016 to March 2019

Saudi Public Transport Company, Saudi Arabia Store Keeper (SPARE PART)

- Book inventory and margin related journal entries.
- Audit, verify, administer inventory movement such as Store transfers, distributions and Adjustments.
- Assist with year-end financial audit and special projects.
- Validating inventory transactions for ERP upgrade.
- Manage daily deadline reports to get the required parts of the vehicles and provide status update to store manager.
- Manage of receiving all shipments and ensure quality of all the spare parts end to end.
- Follow-up with the central warehouse in case of any damaged or missing parts.
- Official visits to Mecca during Ramadan and Hajj to provide manage/maintain warehouse

I Shahnawaz Khan, hereby declare that all of the above statements and details are correct and true to the best of my knowledge.

Date:

Signature:

*References available upon request