

MOHAMED FAROOK SAFEER AHAMED



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ABOUT ME

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.

Experiences

1 year as Field Supervisor
6 Years as Senior Storekeeper
1 year as Sales Representative
1 year as Warehouse In-charge
1 year as Cashier

EXPERIENCE

ELEGANT HOME DECORATION [QATAR] | 11/12/2023 - 02/10/2024

FIELD SUPERVISOR

- * 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

ELITE PAPER RECYCLING [QATAR] | 04/08/2017 - 25/08/2023

SENIOR STOREKEEPER

- * Data Entry, Document Controlling, Finished Product Stock Maintenance, Local Purchasing, Receiving, Storing, Issuing

- * 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 transportation, storage & sale of goods.

- * Maintained detailed & current record of inventory, personal activities & business finances.

ELEPHANT HOUSE SOFT DRINKS DISTRIBUTORS [SRILANKA] | 18/07/2016 - 26/07/2017

SALES REPRESENTATIVE

- * 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

ELEPHANT HOUSE SOFT DRINKS DISTRIBUTORS [SRILANKA] | 22/06/2015 - 06/07/2016

WAREHOUSE IN-CHARGE

- * Stock Maintenance In & Out Upto Date, Inventory Control,Space Utilization

- * Following Despatch ,Maintain Warehouse Safety & Security

- * Constantly Work to Improve Processes , 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.

NOLIMIT BOUTIQUE [SRILANKA | 02/02/2014 - 14/05/2015

CASHIER

- * 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.

- * Experienced in POS Operating Software.

EDUCATION

BRITISH COLLEGE OF EDUCATION | - 2014

DIPLOMA IN ENGLISH ACCESS PROGRAMME

ZAHIRA COLLEGE | - 2013

HIGH SCHOOL DIPLOMA (GCE ADVANCED LEVEL)

ZAHIRA COLLEGE | - 2010

SECONDARY SCHOOL DIPLOMA(GCE ORDINARY LEVEL)

GLOBAL COLLEGE OF COMPUTER STUDIES | - 2011

CERTIFIED IN MS OFFICE

GLOBAL COLLEGE OF COMPUTER STUDIES | - 2011

CERTIFIED IN GRAPHIC DESIGNING

GLOBAL COLLEGE OF COMPUTER STUDIES | - 2011

CERTIFIED IN SPOKEN ENGLISH

GLOBAL COLLEGE OF COMPUTER STUDIES | - 2011

CERTIFIED IN COMPUTER HARDWARE

Other Info

Skills

- *Customer Service
- *Documentation
- *Inventory Control
- *Retail Sales
- *Negotiation
- *Adaptability
- *Superior Written & Oral Communication
- *Good Knowledge Of Occupational Hazard
- *Team Working & Leadership Skills
- *Accurate In planning & Problem Solving
- *Accountability
- *Record-Keeping
- *Ms Office & Outlook
- *Creative & Critical Thinking
- *Customer Service
- *Outstanding Communication skills

Languages

- *ENGLISH
- *HINDI
- *TAMIL
- *MALAYALAM
- *SINHALA