

SHEIK PEER JAFFAR ALI

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Objective

Aim to be associated with a progressive organization that gives opportunity to apply my knowledge and skills in the areas of development of business applications. In tune with latest trends and be part of team that dynamically works towards the growth in the organization and there by gain satisfaction in all aspects of corporate success.

Experience



[Intertec – Doha, Qatar]

[Inventory Executive] [July 2024] – [Till date]

- Maintain accurate inventory records, update databases, and conduct regular stock audits.
- Monitor inventory levels, forecast demand, and coordinate with procurement teams to replenish stock as needed.
- Ensure stock levels align with demand planning and avoid overstock or stockouts.
- Conduct periodic stock checks and reconciliation to identify discrepancies or variances.
- Implement measures to reduce inventory discrepancies and maintain stock accuracy.
- Lead physical audits and cycle counts, and report findings to the Inventory Manager.
- Collaborate with purchasing, sales, and warehouse teams to manage order fulfillment processes.
- Track incoming and outgoing goods to ensure timely delivery and proper storage.
- Work with logistics teams to coordinate transportation and ensure timely arrival of goods.
- Utilize inventory management software to optimize stock control, reduce holding costs, and improve inventory turnover rates.
- Identify and implement best practices for inventory management, aiming for operational efficiency.
- Develop and enforce policies for handling inventory and maintaining a clean and organized storage environment.



[Facilities Management & Maintenance Company L.L.C –Doha, Qatar]

[Store Officer] [October 2016] – [July 2024]

- Follow the guidelines: Ensure all procedures are completed according to the company's Technical Procedure Manual (TPM).
- Manage parts and equipment: Actively participate in stocking, receiving, sending out, issuing, and transferring parts, materials, tools, and equipment needed for maintenance and workshops.
- Maintain accurate records: Update the inventory system in the ERP and keep detailed records. Verify and report any discrepancies you find to ensure data reliability.
- Tool Management:
 - Tool readiness: Make sure tools are complete, in good working order, and calibrated before issuing or returning them. Track calibration expiration dates and follow up on outstanding tools.
 - Proper documentation: Ensure tools come with all necessary certificates and release documents.

- Location tracking: Verify tools are physically located in their designated spots according to the ERP.
- Storage and Handling:
 - Regulation compliance: Adhere to all regulations requirements for storing and handling parts, materials, tools, and equipment in designated storage areas. This includes maintaining cleanliness, proper storage conditions, environmental controls, shelf/tool life management, batch control, and handling of dangerous goods.
 - Segregation and traceability: Ensure serviceable and unserviceable parts and tools are separated, with clear tracking established.
- Quality and Efficiency:
 - Compliance: Strive to meet Quality Assurance, Finance, and HSE requirements by adhering to company policies and ensuring accurate inventory and data integrity.
 - Clear communication: Maintain open communication to seamlessly support maintenance and workshop activities, preventing work stoppages.
 - Careful handling: Handle all parts, materials, tools, and equipment with utmost care to avoid damage that could render them unusable.
- Additional responsibilities: Be prepared to take on other duties assigned by management as needed [Career History] – (India / GCC)

[Sales And Marketing Executive]

[Aug 2015] – [Aug 2016]

[Suresh Marketing Services] – Tirunelveli (Tamil Nadu)

[Store In Charge]

[May 2013] – [Aug 2015]

[Azmeel Contracting And construction Corporation] – Dammam (Saudi Arabia)

[Sales Executive]

[Sep 2012] – [Apr 2013]

[Susee Hyundai Car Dealer] – Tirunelveli (Tamil Nadu)

[Sales Executive]

[May 2010] – [Aug 2012]

[Ar As P V P V & Co - Maruti Suzuki Car Dealer] – Tirunelveli (Tamil Nadu)



Education

Diploma

POST GRADUATE IN COMPUTER APPLICATION

[2010]

Manonmaniam Sundaranar University

BACHELOR OF SCIENCE (ADVANCE ZOOLOGY & BIOTECHNOLOGY) [2007-2010]

Tamil Nadu State Board

Higher secondary

Bio Science

[2005-2007]

Skills

- Oracle ERP Application
- SAP Application
- MS Office

Professional Skills

- **Leadership** - Strong leadership skills will help to create a successful team
- **Communication** - Able to communicate effectively on all levels to engage with stakeholders and suppliers to develop the correct specifications, accurate expediting and stock control
- Keen attention to detail and ability to effectively manage time.
- Extensive experience with all aspects of store management
- **Analytical** - Investigate a problem and find the ideal solution in a timely, efficient manner.

Languages

Tamil	:	Native Language
English	:	Speak, Read and Write with high fluency
Hindi & Malayalam	:	Speak
Arabic	:	Speak

Personal Details

Date of Birth & Age	:	18/07/1990 & 32 years
Gender	:	Male
Nationality	:	Indian
Married Status	:	Married
Passport Number	:	V 5282830
Qatar RP Number	:	29035628569

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Qatar

Signature of the Applicant

Date:

JAFFAR ALI