



CONTACT

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ADDRESS

DOHA, QATAR

SKILLS

- Proficiency in maintaining accurate records of stock levels, tracking inventory movement, and implementing inventory control procedures.
- Attention to Detail: Ability to meticulously inspect incoming materials for quality and quantity, and ensure accuracy in recording inventory data.
- Organizational Skills: Capability to organize and maintain a well-structured storage area, optimizing space and facilitating efficient retrieval of items.
- Time Management: Skill in prioritizing tasks, managing workload effectively, and meeting deadlines for receiving, storing, and issuing materials.
- Computer Literacy: Familiarity with inventory management software (e.g. word, excel) or the ability to quickly learn and adapt to new software systems.
- Forklift Operation: Proficiency in safely operating forklifts and other material handling equipment for loading, unloading, and moving heavy items within the warehouse.
- Safety Awareness: Knowledge of occupational health and safety regulations

MOHAMED IFTHISHAM

Store Keeper & Messenger Cum Driver

Dedicated and detail-oriented storekeeper with 10 years of experience in inventory management and warehouse operations. Proven track record of maintaining accurate records, optimizing inventory levels, and ensuring timely deliveries. Seeking to leverage my skills and expertise to contribute to the success of AL- Jazeera general trading & contracting CO W.L.L

1. Wonderland Trading Company (2021 – Present) Qatar

Designation: Driver cum Messenger

- To Pick and drop customers as scheduled.
- To Safely operate a company vehicle to transport documents, packages to any location inside Qatar.
- Following traffic rules, company policies, and delivery protocols to ensure safety and compliance.
- Accept messenger tasks and organizing schedule to deliver them within the time frame.
- Being flexible and adaptable to changes in schedules, routes, or delivery priorities.
- To perform cash deposits in banks with responsibility.
- To perform courier services for blueprints, documents and corporate gifts.

2. Al- Jazeera General Trading & Contracting... (2015 – 2019) Qatar

STORE KEEPER

- Oversee receiving, storing, and issuing of materials, equipment, and other items from the stockroom, warehouse, or storage yard.
- Maintain accurate inventory records using manual or computerized inventory systems.
- Conduct regular inventory counts and reconcile discrepancies to ensure accurate stock levels.
- Coordinate with purchasing department to ensure timely procurement of materials and supplies.
- Inspect incoming materials for quality and quantity, and ensure proper documentation.
- Prepare and package items for shipment, including proper labeling and documentation.

3. Awaliv International five Star Hotel (2011 - 2014) K.S.A

WAITER

- Took and accurately recorded food and beverage orders, ensuring special dietary needs and preferences were accommodated.
- Greeted and seated guests, providing menus and answering questions about menu items and specials.

TECHNICAL SKILLS

- Microsoft word
- Microsoft office
- Excel
- Internet & Email
- Printing Apps

STRENGTHS

- Capable of working in a fully computerized environment
- Hard working and good team player
- Good interpersonal and communication skills
- Flexible enough to adapt to the circumstances
- Dedicated amicable relationship and strong desires towards learning with management.

LANGUAGES

- English
- Arabic
- Hindi
- Tamil
- Sinhala

PROFESSIONAL

Document Controller

- Maintaining accurate records of inventory levels, including stock quantities, locations, and movements.
- Inspecting incoming shipments for accuracy, verifying quantities and quality of items received, and processing relevant documentation.
- Organizing and storing materials, products, and supplies in designated areas within the warehouse or storeroom, ensuring proper placement and easy accessibility.
- Fulfilling requests for materials or products from internal departments or external customers, ensuring accurate picking and timely delivery.

ACCADEMIC QUALIFICATION

- COMPELETED VOCATIONAL TRAINING
Successfully completed Vocational Training Authority of Sri Lanka.
- DIPLOMA IN HOTEL MANAGEMENT & TOURISOM
Successfully completed E-SOFT
- DIPLOMA IN ENGLISH
Successfully completed ICBT campus
- G.C.E O/L & G.C.E A/L

PERSONAL DETAILS

- Full Name : Mohamed Rouff Mohamed Ifthisham
- Passport No : N11300332
- Date Of Birth :1988.12.24
- Gender : Male
- Civil Status : Married
- Religion : Muslim
- Nationality : Sri Lankan
- License Details : Valid Qtr. Driving License (**EXP:10/06/2029**)
- Availability : NOC & Valid QID

DECLARATION

I hereby declare that all the information given above are true and correct with the best of my knowledge.

Mohamed Ifthisham