



SABIR DEWAN

Parts Storekeeper & Warehouse Specialist – Auto & Truck Dealership

CONTACT

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SKILLS

- Automotive Parts Knowledge
- Inventory Management & Stock Control
- Electronic Parts Catalog (EPC) Usage
- Warehouse Operations & Logistics
- Forklift Operation & Material Handling
- Bin Location & Parts Storage Optimization
- Parts Receiving, Issuing & Dispatching
- Order Processing & Backorder Management

LANGUAGES

- English (Intermediate)
- Hindi (Fluent)

EDUCATION

- 2009 – 2013**
POKHARA UNIVERSITY
Intermediate of Commerce In
Business Management
- 2010**
NATIONAL INSTITUTE OF
SOFTWARE TECHNOLOGY(NIST)
- 2008**
SHREE RAMNARESH MA VI
School Leaving Certificate

PERSONAL PROFILE

A highly organized and detail-oriented Parts Storekeeper and Warehouse Specialist with extensive experience in managing automotive and heavy truck parts inventory. Skilled in using warehouse management systems (WMS) and electronic parts catalogs (EPC) to maintain accurate stock levels, optimize storage, and ensure efficient order fulfillment. Adept at coordinating with suppliers, customers, and internal teams to streamline operations, reduce lead times, and enhance service quality. Committed to maintaining a safe, clean, and efficient warehouse environment while providing excellent customer support and contributing to overall business growth.

WORK EXPERIENCE

PARTS STOREKEEPER | 2021 – NOW

Almana Motors Compnay, Qatar

- Oversee and manage automotive and heavy truck parts inventory, ensuring all parts are accurately cataloged, stored, and organized for easy retrieval and efficient stock control.
- Utilize electronic parts catalogs (EPC) and warehouse management systems to monitor inventory levels, process orders, and manage stock movements, ensuring timely order fulfillment and minimal stock discrepancies.
- Collaborate closely with suppliers, workshop teams, and customers, ensuring that parts are received, stored, and dispatched promptly, while maintaining high standards of service and minimizing downtime in operations.

PARTS WAREHOUSE ASSITANCE | 2018 – 2021

Ford Nepal

- Assist in receiving, inspecting, and organizing automotive parts, ensuring proper labeling and storage for easy access and inventory control.
- Support in maintaining accurate stock records, updating inventory systems, and preparing parts for dispatch according to customer orders or internal requirements.
- Enagaged with team members to streamline warehouse operations, including order picking, packaging, and assisting in regular stock audits to ensure inventory accuracy.