

# FAISAL HAMSA

Mob: +974 50 292 555

Email: [faisalhamsa001@gmail.com](mailto:faisalhamsa001@gmail.com)

## Skills:

- Al Ameen Accounting System
- Deadline-oriented
- Decision-making strength
- Ordering Materials.
- Stock checking and Clearance
- Monitored merchandise
- Accounting records
- Maintain store merchandise levels
- Tagged merchandise and neatly stocked on shelves and display areas.
- Invoicing and Placing Purchase Orders

## Technical Skills:

- MS Office
- Al Ameen Accounting System Software

## Career Objectives:

Experienced Storekeeper skilled in inventory management, customer service, and stockroom layouts. Demonstrated ability to investigate and resolve customer complaints while maintaining optimal stock levels. Committed to delivering friendly and engaging service to a high volume of customers daily.

## Work History:

- Currently working with **KOYEE INTERNATIONAL CONTAINER INDUSTRIAL COMPANY** in Qatar as Sr. Store Keeper and Material Coordinator.

### Duties and Responsibilities:-

- Documented shipping and receiving records to confirm receipt of orders.
- Ordered goods from various vendors to maintain store merchandise levels.
- Kept sales receipts and maintained accounting records.
- Processed and documented all product sales with **Al Ameen Accounting Software** to maintain up-to-date stock records.
- Resolved 100% of purchase order variances by following up with vendors on overdue purchase orders.
- Oversaw warehouse staff by providing instructions and leading daily activities.
- Communicated with vendors to discuss order discrepancies, and returned damaged merchandise or incorrect orders.
- Used **Al Ameen Accounting Software** to check and count all product inventories.
- Used MS Office to prepare purchase requisitions for replacement of stock.
- Trained, coached and scheduled employees to improve store upkeep and operations.
- Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.
- Monitored merchandise on shelves and in storage using inventory control system.
- Efficient invoicing is critical for maintaining cash flow within a business. This skill involves generating accurate invoices based on sales transactions or purchase orders placed with suppliers. Additionally, placing purchase orders accurately ensures that businesses receive the correct quantities of products needed for operations without delays.

## Technical Qualification:

- Diploma in Computer Application (D.C.A.) August 1998 – 1999
- Diploma in Computerized Embroidery Designing. 1997 – 1998

## Educational Details:

- Completed P.D.C. From Calicut University Kerala in the year of 1995 to 1997.
- S.S.L.C. From Board of Kerala Public Examination in the year of 1995

## Worked locations:

- United Arab Emirates.
- Kingdom of Saudi Arabia.
- Qatar
- India

## Additional Skills:

- Inventory Management Skills
- Technical Proficiency
- Attention to Detail
- Communication Skills
- Problem-Solving Abilities
- Organizational Skills
- Safety Compliance Knowledge
- Team Leadership Experience

## Key Responsibilities

### 1. Inventory Management:

- Monitor stock levels and maintain accurate inventory records.
- Conduct regular physical counts of inventory to ensure accuracy and report discrepancies.

### 2. Receiving and Processing Stock:

- Receive and shelf supplies and materials.
- Inspect incoming shipments for quality and quantity, ensuring they meet specifications.

### 3. Documentation and Record Keeping:

- Maintain receipts, records, and withdrawals of stockroom items.
- Prepare reports on inventory levels, orders placed, and materials received.

### 4. Order Fulfillment:

- Prepare and complete orders for delivery or pickup according to schedule.
- Ensure timely issuance of materials as per company policies.

### 5. Safety Compliance:

- Follow safety regulations to maintain a safe work environment.
- Report any damage to goods or safety hazards promptly.

### 6. Customer Service:

- Provide assistance to customers by responding to inquiries regarding stock availability.
- Resolve complaints related to inventory issues efficiently.

### 7. Communication:

- Communicate effectively with suppliers, customers, and transport companies regarding inventory needs.
- Collaborate with team members to enhance operational efficiency.

### 8. Stock Replenishment:

- Monitor stock levels proactively and initiate orders when necessary to avoid shortages.
- Assist in planning for seasonal fluctuations in inventory demands.

## Personal Details:

- Date of Birth: 24/05/1978.
- Nationality: Indian.
- Marital status: Married.
- Religion: Islam – Muslim.
- Visa Status: Employment Visa.

## Languages Known:

- English
- Hindi
- Malayalam
- Arabic: Proficient in reading and writing; good understanding

## Passport Details:

- Passport No: T-0419201.
- Date of Issue: 19/12/2018
- Date of Expiry: 18/12/2028
- Place Of Issue: Cochin

## Other Experience Summary:

1. Position: Sr, Store keeper  
Company: Sing Marble Doha **Qatar**  
Duration: 3 years  
Project: Hamad Medical City Doha Qatar  
  - Key Responsibilities:
    - Inventory Management: Successfully managed inventory for a wide range of marble products, ensuring optimal stock levels and minimizing waste. Implemented efficient inventory tracking systems that improved accuracy.
    - Order Processing: Coordinated with suppliers and logistics teams to streamline order processing, reducing lead times. Ensured timely delivery of materials to meet project deadlines.
    - Warehouse Operations: Oversaw daily warehouse operations, including receiving, storing, and distributing marble products. Optimized warehouse layout to enhance workflow efficiency and safety.
2. Position: Sr, Store keeper  
Company: Al Kifah Holding Group Dammam **Saudi Arabia**  
Duration: 4 years  
Project: King Faisal University Dammam Saudi Arabia
3. Position: Store keeper  
Company: ISO Certified Company in Abu Dhabi, **U.A.E**  
Duration: 5 years  
Project: 24 Residential & Commercial Building  
In Abu Dhabi U A E  
: Intermediate school in Abu Dhabi
4. Position: Store keeper  
Company: Silpa Constructions Kerala India  
Duration: 6 years

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.

Faisal Parayil Hamsa

Doha Qatar