

**ASHIR RAHIM K A**

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## **OBJECTIVE**

A reliable and detail-oriented Storekeeper with 7 years of experience in managing inventory, maintaining stock levels, and ensuring the smooth operation of retail and warehouse environments. Seeking to leverage my skills in stock control, organization, and customer service in a challenging storekeeper role.

## **EDUCATION**

**BA in Economics** from **MG University, Kottayam, India** in the year **2015**

Diploma in Computer Application & Accounting (DCCA)

Diploma in Accounting with Tally.

## **KEY SKILLS**

- Inventory Management, Stock Replenishment, Warehouse Organization, Supply Chain Coordination, Stock Audits & Reconciliation, Order Fulfillment, Delivery Coordination, Customer Service, Health and Safety Compliance, Team Collaboration, Data Entry & Record Keeping

## **PROFESSIONAL EXPERIENCE**

**STORE KEEPER**  
**SHELTER QATAR**

**Jun 2022**  
**– Present**

- Supervise stock receiving, checking, and storing procedures to ensure accuracy and prevent stock discrepancies.
- Manage daily operations of inventory control, ensuring stock levels are accurate and up-to-date.
- Monitor and track stock movements, prepare inventory reports, and update databases.
- Managing Cuplock & Ring lock scaffolding details.
- Managing Power tools
- Conduct regular stock audits and participate in periodic stock takes, reconciling any discrepancies.
- Process customer orders and prepare items for delivery or pick-up, ensuring timely fulfillment.
- Handling site employee's timesheet.
- Handling Microsoft AX to do GRN & PR Request.

**STORE KEEPER**  
**MOUNT ENGINEERING - QATAR**

**Sep 2021**  
**– May 2022**

- Assisted with receiving, labeling, and storing merchandise according to company guidelines.
- Organized stock by category, ensuring easy access and efficient retrieval.
- Recorded deliveries and maintained an accurate stock ledger.
- Supported the warehouse team by preparing and packing orders for dispatch.
- Monitored and reported stock levels, requesting replenishments when necessary.

**CASHIER CUM SUPERVISOR**  
**X-MOD GAMING CENTRE - OMAN**

**Feb 2019**  
**– Apr 2021**

- Assist in creating and managing staff schedules to ensure adequate coverage during peak and off-peak hours.
- Handle escalated customer concerns or complaints, resolving issues efficiently and professionally.
- Handle cash, checks, and credit card payments, ensuring proper cash flow, and maintaining accurate change for customers.
- Operate the cash register efficiently, ensuring accurate processing of sales transactions, including cash, credit card, and mobile payments.

**STORE KEEPER**  
**KONDODY AUTOCRAFT PVT.LTD - INDIA**

**Feb 2019**  
**– Apr 2021**

- Regularly monitor steel stock levels, keeping track of incoming and outgoing materials to ensure adequate inventory for production and order fulfillment.
- Coordinate with suppliers and vendors to replenish steel materials when inventory levels are low.
- Perform regular physical inventory counts and reconcile any discrepancies between physical stock and recorded inventory.
- Safely receive, inspect, and store steel products, including sheets, beams, rods, and other materials, according to industry standards.
- Ensure all materials are labeled with relevant details (e.g., size, grade, and batch number) and maintain accurate records of stock receipts, issues, and transfers.

**PERSONAL DETAILS**

- Date of Birth: 15-Nov-1993
- Gender: Male
- Nationality: Indian
- Languages Known: English, Malayalam, Arabic Tamil & Hindi.

**DECLARATION**

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Place: Doha, Qatar Regards

Date:

**(ASHIR RAHIM)**